

# *Ahmed Mostafa Soliman*

*Cairo – Egypt.*

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*Learning and development supervisor – L&D Manager – senior talent acquisition specialist – talent acquisition Manager- HR Business Partner – talent acquisition supervisor – Senior HR Generalist – HR Manager.*

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## ***Summary:***

I am seeking a new role as a senior HR generalist, HRBP or HR manager because I have 15 years of experience in all human resources functions in Egypt and 7 years in Latin America especially Bolivia & Argentina. This experience has sharpened my skills in recruitment, talent management, employees' relations, employer branding, payroll, personnel management, enhancing performance and organizational development management. With background in psychology which give me unique perspectives in talent acquisition, L&D and OD which achieve the competitive advantages of the companies.

## ***Competencies:***

Talent Management – Presentation skills – Training Strategy- Skill development- Teamwork – Onboarding - Interviewing – HR policies – employee engagement- Recruitment Advertising – Employee relations – Interpersonal skills – organization skills – accuracy – confidentiality – leadership skills – Negotiation skills – time management – analytical thinking- Recruiting cycle- Employer branding – strategic thinking – personnel management – payroll management- creating policies and procedures – organizational development management.

## ***Experience:***

- ***L&D consultant – Resources one – Cairo - Egypt*** *( Jul .2024 – present)*
  1. Conduct training needs assessments through surveys, interviews, focus groups, and performance data analysis to ensure learning solutions meet business goals.
  2. Design, develop, and implement customized training programs, including workshops, e-learning modules, and leadership development initiatives.
  3. Utilize instructional design methodologies (e.g., ADDIE, SAM) to create content that is engaging, interactive, and effective for various learning styles.
  4. Facilitate live training sessions, workshops, and webinars for employees at all levels, using a variety of delivery methods (in-person, virtual, blended).
  5. Measure the effectiveness of learning programs through feedback surveys, assessments, and performance tracking.
  6. Work closely with HR, leadership, and other departments to ensure L&D initiatives are aligned with the strategic goals of the business.
  7. Advise and coach managers and team leaders on how to support learning and development within their teams.

- λ. Stay up-to-date with the latest trends and best practices in L&D, including learning technologies, digital platforms, and new training methodologies.
  - ϑ. Design and implement leadership development programs to cultivate future leaders and enhance managerial skills.
  - ϰ. Provide executive coaching and guidance to senior leaders to support their personal and professional development.
- **Senior HR Generalist – Medecins san frontieres** (Nov .2020 – Jun .2024)
    - 1. Assist and advise management and employees on HR related matters.
    - 2. Conduct recruitment and employee selection in line with company policies and objectives.
    - 3. Develop and maintain HR policies, procedures and programs.
    - 4. Ensure compliance and employment laws and regulations.
    - 5. Manage employee performance and develop effective performance management strategies.
    - 6. Provide training and development programs for employees.
    - 7. Deliver high quality employee benefits programs that meet the needs of all employees.
    - 8. Maintain HR information systems and keep personnel records up to date.
  - **HR Business partner – Amor y Esperanza Organization - Bolivia** (Jan .2020 – Oct .2020)
    - 1. Administer compensation and benefit plans.
    - 2. Assist in talent acquisition and recruitment processes.
    - 3. Conduct employee onboarding and help organize training & development initiatives.
    - 4. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
    - 5. Promote HR programs to create an efficient and conflict-free workplace.
    - 6. Assist in development and implementation of human resource policies.
    - 7. Undertake tasks around performance management.
  - **Talent Acquisition Supervisor – Amor y Esperanza Organization - Argentina** (Jun .2019 – Dec .2019)
    - 1. Lead, mentor, and develop a recruitment team.
    - 2. Create and execute recruitment strategies aligned with company goals.
    - 3. Oversee the end-to-end recruitment process, ensuring a positive candidate experience.
    - 4. Analyze recruitment metrics to improve performance and efficiency.
    - 5. Collaborate with HR and hiring managers to address recruitment needs and issues.
  - **Talent Acquisition Specialist – Amor y Esperanza Organization – Argentina** (Sep .2018 – Jun .2019)
    - 1. Manage full-cycle recruitment processes for various positions.
    - 2. Develop and maintain relationships with hiring managers.
    - 3. Source candidates through multiple channels.
    - 4. Conduct initial screenings and coordinate interviews.
    - 5. Assist in employer branding initiatives.
  - **Health Trainer and L&D Specialist – Wadi Degla Sporting Club** (Aug .2016 – Sept .2018)
    - 1. I provided trainings for coaches about nature of injuries and how it'll affect the performance of athletes.
    - 2. I provided also trainings for athletes in different sports to increase their performance through managing their health lifestyle.

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### **Education:**

- Professional Doctorate Degree in Mental Health from New York International University –USA.
- Professional Master Degree in Mental Health from New York International University -USA.

- B.Sc. Faculty of Physiotherapy – Cairo University.
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### ***Courses certificates:***

١. ICDL Certificate. Microsoft Company.
  ٢. Humanitarian project management- Disaster ready platform.
  ٣. TOT, MSF organization.
  ٤. Introduction to business administration from the American Board of Professional Studies (HR- Marketing- Sales- Management-Project Management- Finance).
  ٥. HR Diploma from EGYCHAMB.
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### ***Achievements:***

- Employee of the year in ٢٠٢٢ in MSF.
  - I hired ٣٢٠ persons in Argentina in ٢٠١٩ in only ٦ months to match with organization expansion in ٢٠١٩.
  - I developed a training program to decrease injuries for athletes in Wadi Degla sporting club which saves ٧٠ k pounds for each athlete & increases their performance.
  - Head of HR in student committee from ٢٠١٠ to ٢٠١٥.
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### ***Languages:***

- Arabic mother tongue.
- English fluent.
- Spanish professional.

