

Mai Fouda

HR Consultant| HR Business Partner

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Summary:

- Senior HR Consultant with 18+ years of working experience, 16 years in HR, and almost 10 years within the UN environment. Special skills include:
 - Culture management/Leadership coaching/EE Audit
 - Technical report writing, developing SOPs and HR policies.
 - Talent acquisition, and performance management.
 - Compensation and benefits in addition to experience in salary scales methodology
 - SAP, PeopleSoft, and other HR systems
 - Experience in handling complex issues in emergencies, audits, and corporate change
 - Training and coaching.
 - Staff relations, conflict management, and peer support

Qualifications:

- MSc. Managerial Psychology / UNICAF 2020 – 2022
- BA English Literation and Translation (English and German) / Ain-Shams University - Alsun 2002
- HR Management Certificate /American University in Cairo 2007
- Salary Survey Methodology for UN Staff Certificate 2011
- Peer Support Voluntary Assistance Training (WFP) 2012
- SAP Certified Local Professional Expert 2016

Work History

- Sr. HR/TA Consultant – Antal International (2020- 2022)
- HR Consultant – MAD Marketing Agency (2020)
- HR Associate – UN World Food Programme (2016-2018)
- HR Assistant – UN World Food Programme (2008-2016)
- PA HR Director – SUN INTERNATIONAL Port Ghalib, Marsa Alam (2008)
- HR Assistant – DSM Anti-infectives (Dutch Pharmaceutical Company (2007-2008)
- Office Manager – Global Techniques (2006-2007)
- English Instructor – Lufkin (2006)
- Admin Officer – Jana Dan International school (2005)
- English Teacher – MSE (2003-2004)

Professional Skills:**Hands-on experience**

Talent management – Payroll & entitlements determination - Performance management – Contract modalities (national and international); dealing with complex cases and providing best practice scenarios.

Capacity Building

- Coaching:** Provide one-to-one coaching to officers, senior management, and HR professionals.
- HR Training:** Allocate responsibilities and support on-the-job learning and development of junior support staff.

Policy and SOPs

Provide advice on interpretation and application of policies, regulations, and rules; provide advice on exceptions to policies, regulations, and rules. Review policies and procedures and recommended changes/development as required and develop memos and SOPs as needed.

HR Strategy: Assist in designing HR strategies, org charts, and their articulation for implementation.

System Management: Assist in launching HR systems

Communication/Culture/EE Audit: Design communication/Culture/EE diagnostic assessment to 1) assess the current status in the workplace, 2) customize a plan to improve the current status, 3) for senior management to have a broader vision of the situation and the real threats and work on them.

Industry Sector & Client Experience:**Services:**

- Robotics company (Technology)
- MAD Marketing Agency (Marketing)
- SUN International (Tourism)
- Global Techniques (Education)
- MSE (Education)
- Jana Dan (Education)
- DSM (Pharmaceutical)

Energy & Oil & Gas:

- LUFKIN

Non-profit organization:

- World Food Programme (United Nations)
- UN Development Programme (United Nations)