



## Ola Samir Hamama

Board Member of AHRA- Alexandria Human Resources Association  
MBA,CCT,CPNCD,DNCD,DNLP

Human Resources Manager with expertise in various organizational life cycle |start-ups  
|Maturity |Development | downsizing | restructure

Human Resources & Organizational Development Consultant | Management Consultant |  
Executive Coach |Facilitator| Trainer | Assessment Center | courseware development

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### Professional Profile

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- Board Member of AHRA, Alexandria Human Resources Association
- Ex-Board Member of DBWEAA, Development of Business Women Export Ability Association
- Accomplished management career reflects 22 years' experience in tactical & operational leadership, human resources management, resource utilization, and organizational development , in both service and heavy industrial organizations, dealing with both White and Blue collars and on multicultural context
- Expertise in applying several Human Resources practices in various organizational life cycle either in Start-ups, Growth, Maturity, Restructure , and Downsizing
- Innovative training and development professional with extensive experience in the design, delivery, evaluation, and enhancement of effective instructional programs and management assessment models.
- Management & Human Resources consultant with extensive focus on consultancy assignment; Gap Analysis, Organizational Restructure, Technical manual of operation, Training needs assessment , assessment centers, Salary structure & Compensation scheme, Performance Management system, Job analysis & Design, Succession Planning
- Executive and Life coach works with senior leaders and caliber potentials in areas of leadership development, cross-cultural management , career counseling and work and life balance.
- Main areas of Strength and Expertise : | Recruitment & Staffing |Training & Development |Succession Planning |Comp& benefit | Executive Coaching | Organizational Change & Development | Restructure |Talent Development. | Consultancy.

### Education & Post Graduate Studies

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- **MBA, Master of Business Administration** , Arab Academy for Science, Technology & Maritime transport, Jan 2004, General Track, GPA 3.75
- **Diplomas in Metaphysics and Human Development** : Certified practitioner of Neuro Linguistic Programming ( *CPNLP* ) , Neuro conditioning Dynamics ( *DNCD* ) , Self-Hypnosis, *Canadian Center for Human Development*, 2005
- **Certified Corporate Trainer ,CCT** : From International Fund Corporation- 2005 ( *IFC*), *Canadian Center for human development*, 2005 ( *CCHD* ) , NGO-Foreign Trade Training Center , ( *FTTC*), 2004
- **Bachelor of Science in Accounting** , Faculty of Commerce, Alexandria University, Major Accounting, 1988 ,
- **High School** : MGS- Manar Girl Language school " Ex- Scottish School ". 1984

### Highlights of Professional Experience

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*Esaco, Manufacturing, Engineering and Contracting*

#### Human Resources Manager [ March 2009- till present ]

- A leading supplier & turnkey contractor for large scale heavy industrial projects with capacity of 7500 Manpower , providing multi discipline services , includes civil construction works, mechanical erection, steel structure & equipment manufacturing for heavy industrial projects in domestic, regional &International Markets. Esaco, is one of the subsidiaries of ASEC holding group, owned by Citadel Capital, the renowned regional private equity firm .

*Worms Group*

#### Group Human Resources Manager [ January 2004- February 2009]

- Shipping agent has subsidiaries ; | *Worms* | - Liner , Tramp , Cruise agent and surveyor , agents international lines for Italian, Russian, Japanese and American lines, agents, | *Medlevant* |shipping agency , agent of Happag-lloyds line , | *ILP* | " International Logistics partner – Freight forwarding ,| LCL |

*Worms Shipping Agency*

#### Human Resources & OD Manager [ Jan 2000- December 2003]

#### Liner Executive – Shipping Supervisor [ November 1989- December 1999]

- Shipping agent for Liner , Tramp , Cruise agent and surveyor , agents international lines for Italian, Russian, Japanese and American lines, agents

## Highlights Of Consulting Experience

<i>Gap analysis</i>	conduct a diagnostic study / gap analysis assignment and evaluate the potential of the company through a standard gap analysis , Diagnostic Study on the internal operations of the company and on organizational culture
<i>Organizational Development / Restructure</i>	Establish Organizational Structure that clarifies companies strategic intent, positions, span of control, inter-departmental communication, horizontal and vertical communication and reporting system
<i>Technical Manual of operation</i>	Establish comprehensive Manual of operation that incorporate internal process and procedures that organize workflow in each department
<i>Job Description</i>	Develop Job Description for all positions to clarify Job Holder specification, qualification, competencies, Job grade, reporting, authorities, responsibilities and KPI
<i>Performance Management System</i>	Develop KPI and its mechanism based on organizational and functional objectives, that can be measured periodically
<i>Performance Appraisal System</i>	Develop comprehensive appraisal system as tool of evaluation , development and motivation, according to indicators and management by objective technique, also considering quantitative and qualitative techniques , Performance Appraisal can be developed as well as multi appraisal or 360 degree appraisal system
<i>Training Needs Assessment System</i>	Assess the company's Training needs Assessment based on the gap of job description and job holder current profile status, competency matrix , skill inventory , also based on Performance appraisal results
<i>Positional / Management Improvement Plan</i>	Develop individual and positional Career Path Plan , succession planning and replacement charts for positions based on skill inventory, competency matrix , Job future and business / strategic intent
<i>Salary Structure and Compensation scheme</i>	Review and amend/ develop salary structure and grading system based on responsibilities , skills, job evaluation and job worth, and other defined criteria, also, develop compensation and benefit system regarding incentive / bonus system
<i>Human Resources Manual / Employee Handbook</i>	Establish comprehensive HR Manual that encompass all relevant policies and procedures that conducted throughout the HR department and abide with the new labor laws, company management internal disciplinary instructions and codes of ethics also serve the human resources affairs.
<i>Assessment Centers</i>	Observe and Assess the assesses and candidates during selection , periodical evaluation, promotion phases , assessment used the job analysis, description and specifications, as indicator for the requested personality, and competencies, assessment will use several techniques of aptitude tests, psychometric analysis techniques, games, simulation, case studies and in the box assignments

## Highlight OF Training Experience

Provided training on domestic and regional context, developed courseware and case studies for the following Courses/Workshops for corporates working in following fields: |Shipping & Maritime Transport | Cement production | Automotive |Pharmaceuticals |Medical Appliances| beverages |Recruitment Agencies |Educational institutes in post graduate studies| NGO |Ministry of Trade & Industry |Ministry of Housing |Insurance |Business Women Association| Manufacturing & Exporting garments and Rotaract. Plus public seminar, Career days in schools & universities

<i>Human Resources</i>	Recruitment & Staffing  Personnel Management  Training & Development   Career counseling  Interviewing skills  Code of Conduct   Job analysis  How to retain calibers
<i>General Management</i>	First Time Manager  Administrative & Secretarial Skills  Coaching with Emotional intelligence   Cross- Cultural Management   Synergy Excellence   Wo-Men in Management  Power& Organizational Politics   How to deal with difficult People  NLP at Work
<i>Personal Development</i>	Dare to be yourself   Self makeover  Work & Life Balance   Mind Gym   the Motive Code.