



EHAB ELSHAIB

HR Business Partner



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ABOUT ME

Results-oriented HR professional with expertise in Human Resource Management, Training and Development, and Employee Relations. Proven track record of driving organizational success through strategic HR initiatives. Skilled in designing and implementing HR strategies, delivering impactful training programs, and cultivating positive work environments. Strong communication, problem-solving, and leadership abilities. Committed to driving employee engagement and achieving exceptional results. Ready to contribute to your organization's HR objectives.

PERSONAL INFO

- Nationality: Egyptian
- Date of Birth: Jun 1980
- Marital Status: Married

LANGUAGES

- Arabic: Native
- English: Intermediate

OTHERS

- Valid Egyptian driving license
- Member of the Egyptian Al-Ahly Club

KEY SKILLS

- HUMAN RESOURCE MANAGEMENT
- TRAINING AND DEVELOPMENT
- Leadership and Coaching
- RECRUITMENT AND SELECTION
- PERFORMANCE MANAGEMENT
- EMPLOYEE RELATIONS
- COMPENSATION AND BENEFITS
- TIME MANAGEMENT

AREAS EXPERTISE

- microfinance industry.
- Management.

EDUCATIONAL DEGREES

Ain Shams University:

2022 – Professional Doctorate of Business Administration

- Major: Human Resource Management.
- Research topic: The impact of Hygiene-Motivation factors on employees' performance.
- Research Paper Link: <http://search.mandumah.com/Record/1372466>

2011 – Master of Business Administration.

- Research topic: The Impact of Microfinance on the living – levels of the Poor people.
- Research Paper Link: <https://www.findevgateway.org/ar/paper/2011/01/athr-tmwyl-almshwat-mtnahyt-alsghr-ly-mstwy-mysht-alfyt-almsthdf>

AL Azhar University:

- 2004 - Bachelor of Commerce, Business Administration Department.
- 2002 - Bachelor of Commerce, Account Department.

WORK EXPERIENCE

HR Business Partner

AL-TADAMUN Microfinance Foundation | May 2023 - Present

Key Responsibilities:

- Collaborate with senior leaders and department heads to align HR strategies with organizational goals and objectives.
- Develop and implement HR policies, procedures, and programs to support the organization's overall HR strategy.
- Manage the end-to-end recruitment process, including job postings, screening resumes, conducting interviews, and making hiring recommendations.
- Provide guidance and support to managers and employees on various HR matters, including employee relations, performance management, and disciplinary actions.
- Conduct training needs assessments and design and deliver training programs to enhance employee skills and knowledge.
- Oversee compensation and benefits administration, ensuring compliance with legal requirements and industry standards.
- Support the development and implementation of employee engagement initiatives to foster a positive work environment.

WORK EXPERIENCE

Training & Development Manager

AL-TADAMUN Microfinance Foundation | Date - January 2023

Key Responsibilities:

- Design and implement the organization's training and development strategy to enhance employee knowledge, skills, and competencies.
- Conduct training needs assessments to identify skill gaps and training requirements across various departments.
- Develop and deliver training programs, workshops, and seminars to address identified needs and enhance employee performance.
- Collaborate with subject matter experts and external trainers to ensure high-quality training delivery.
- Monitor and evaluate the effectiveness of training programs through feedback, assessments, and performance evaluations.

Acting Training & Development Manager

AL-TADAMUN Microfinance Foundation | 2021 - 2022

Key Achievements:

- Developing the policies and procedures manual for the training and development department.
- Participation in the first phase of the institutional upgrade project organized by the Egyptian Federation for Financing Medium, Small and Micro Enterprises, to upgrade associations from Category "C" to Category "B" under the supervision of the International Finance Corporation.

Deputy of Training & Development Manager

AL-TADAMUN Microfinance Foundation | 2020 - 2021

Key Achievements:

- Designing a training briefcase for "Blue Ocean Strategy".

Acting Deputy of Training & Development Manager

AL-TADAMUN Microfinance Foundation | 2019 - 2020

Key Achievements:

- Implementation training of trainers on the Induction Training for New Employees.
- Implementation training of trainers on the Policies and procedures.
- Implementation training of trainers on the Credit Score for microfinance client.

Training and Development Officer

AL-TADAMUN Microfinance Foundation | 2015 - 2019

Key Achievements:

- Establishing the Training and Development Department.
- Designing a training briefcase for "Induction Training for New Employees".
- Designing a training briefcase for "Credit Score for microfinance client".
- Designing a training briefcase for "Modern trends in human resource management".

Branch Manager

AL-TADAMUN Microfinance Foundation | 2006 - 2015

Key Responsibilities:

- Managed the overall operations of a branch, including customer service, loan management, and staff supervision.
- Developed and implemented business strategies to achieve branch targets and objectives.
- Monitored and ensured compliance with organizational policies and industry regulations.

Key Achievements:

- After establishing Benha branch, In 2007, I won the "New Branches Breakthrough" AL-TADAMUN'S award.
- Training new employees in new branches on the policies and procedures.

COURSES, WORKSHOPS AND DIPLOMAS

Workshops:

- "Life Coach" Workshop organized by "American Board" – 8-12 May 2022 – Cairo, Egypt
- "Financial Education" Workshop organized by "Promoting Financial Literacy among Vulnerable Populations in Egypt" project of the International Labour Organization (ILO) – 26-30 January 2020 – Cairo, Egypt
- "Basics of sustainable microfinance" – Advanced course/Train the Trainer Program organized by "Sanabel – The Microfinance Network of Arab Countries" – April 2019 – Cairo, Egypt
- Risk management workshop organized by (IFC) – 13-14 January 2016 – Cairo, Egypt
- "Making Microfinance Work: Managing for Improved Performance" Workshop organized by Lebanese Association for Development "Al Majmoua" – October 2015 – Cairo, Egypt

Train the Trainer Programs:

- "Human Resource Management" Train the Trainer Program organized by "Sanabel – The Microfinance Network of Arab Countries" – May 2018 – Cairo, Egypt
- "Making Microfinance Work: Managing for Improved Performance" Workshop organized by "Sanabel – The Microfinance Network of Arab Countries" – March 2017 – Cairo, Egypt
- Train the Trainer Program organized by ASPIRE for Training & Consulting, including topics such as leadership, teamwork, time management, effective communication, commitment & responsibility, managerial system for non-profit organizations, the art of selling, customer service – September-December 2016 – Cairo, Egypt
- Train the Trainer Program "Strategic Thinking" organized by "Sanabel – The Microfinance Network of Arab Countries" – 6-7 August 2016 – Cairo, Egypt
- Train the Trainer Program "Basics of sustainable microfinance" – The basic level organized by "Sanabel – The Microfinance Network of Arab Countries" – 28 February – 3 March 2016 – Cairo, Egypt
- Train the Trainer Program "Individual loan" organized by Lebanese Association for Development "Al Majmoua" – December 2015 – Cairo, Egypt
- Train the Trainer Program organized by ASPIRA Consultancy – 1-3 September 2015 – Kingdom of Jordan
- Train the Trainer Program "Developing, marketing and managing the risks of youth financial products" organized by "Sanabel – The Microfinance Network of Arab Countries" – 16-18 March 2013 – Cairo, Egypt

Training Programs:

- Effective personal productivity program from LMI – May – October 2019
- Effective training manager" training program organized by International Center for Training & Development – Dubai – UAE – August 2018
- Advanced training course in microfinance organized by Ebdaa Bank for Microfinance – December 2017 – Bahrain
- Microsoft Visio 2010 training organized by Global Knowledge – 25-26 April 2016 – Cairo, Egypt
- "Future leaders No.4" training course organized by the Training Center of the Ministry of Local Development, including topics on leadership and administrative development skills, and the Egyptian Laws Collection for Local Administration – December 2013 – January 2014
- Training forum for Dr. Ibrahim Al-Fiqi, including topics on modern marketing strategies, communication skills, power of self-confidence, and achieving work excellence – 1-4 July 2009 – Cairo, Egypt
- Training program for developing managerial skills for middle management, including topics on emotional intelligence, problem-solving and decision-making, time and stress management, basic management skills, team building, presentation skills, management performance appraisal, and employee development skills – April-October 2008 – Cairo, Egypt

E-Learning Program:

"Grameen-Jameel" E-learning program for microfinance for Loan officers – August-October 2007

Diploma:

Diploma in Accounting by Computer from the Egyptian Institute of Accountants and Auditors – January-June 2005

CONFERENCES

- Participate in the Five-year action plan for AL-TADAMUN Microfinance Foundation, A workshop organized by (IFC) - (5 - 7 February 2023) - Cairo, Egypt
- Participation in the "Rowad Misr" initiative to support entrepreneurs, organized by the Ministry of Youth and Sports - (January - July 2021) - Cairo - Egypt
- Attending Sanabel's annual conference & visiting the Women Fund for Microfinance - November 2018 - Kingdom of Jordan
- Attending Sanabel's annual conference & visiting Lebanese Association for Development "Al Majmouda" - November 2017 - Lebanon
- Attending the Five-year action plan for AL-TADAMUN Microfinance Foundation, a workshop organized by (IFC) - 13-15 November 2016 - Cairo, Egypt
- Attending the Grameen International Forum No. 55 for microfinance - 1-12 November 2008 - Bangladesh

AS A TRAINER

- Certified Trainer from International Labour Organization (ILO) on "Financial Education"
- Certified Trainer from "Sanabel - The Microfinance Network of Arab Countries" on The following training programs:
 - - "Basics of sustainable microfinance" / Advanced course
 - - "Basics of sustainable microfinance" / the basic level
 - - "Human Resource Management"
- Since April 2015 to date, training all the staff of Al-Tadamun Microfinance Foundation (2500 employees) on The following training programs:
 - - Basic Management Functions - Product Development - Creditworthiness Assessment
 - - Team building - Effective Leadership - Salesmanship
 - - Effective Communication - Time Management - Customer Service
 - - Organizational Commitment - Induction Training for New Employees
- Implementation of the workshop "Blue Ocean Strategy" for the leaders of Nama small & micro-finance Foundation, Alqutaibi Islamic Bank and Grameen Yemen, from the Republic of Yemen, at the headquarters of Al-Tadamun Microfinance Foundation - 2022
- Training Microfinance Department of Misr El Kheir Foundation on "Basics of sustainable microfinance" - The basic level Sponsored by "Sanabel - The Microfinance Network of Arab Countries" - 2022
- Training Loan officers of Environment and Family Development Association in Qena "FIDA" on "Basics of sustainable microfinance" - The basic level Sponsored by "Sanabel - The Microfinance Network of Arab Countries" - 2021
- Training New Loan officers of Dakahlyia Businessmen Association for Community and Development on "Basics of sustainable microfinance" - The basic level Sponsored by "Sanabel - The Microfinance Network of Arab Countries" - 2016