



### Career Glimpse

- Successful, Results-Oriented, Dynamic, Strategic and Enthusiastic International Human Resources Management Executive possessing more than 25 yrs experience in all HR Functions. Committed Executive HR Professional who is always thriving for excellence & working on challenging assignment all the time knowing that no obstacle can stand on the way.
- During my Professional Career History, I revamped and assisted leading International and Multinational Organizations in achieving exceptional results through identifying core competencies required to attain strategic and operational results aiming at accomplishing tremendous organizational success. Proven Successful track record and achievements combined with strong business acumen, business Judgment, Project Management, Leadership and problem Solving Capabilities.
- During my tenure as HR Director for CIC (Canadian International College) which is considered as a leading Educational Institution in Egypt, I had the opportunity to design its entire HR function from scratch focusing on organizational strategic objectives in mind. My accomplishments in CIC Covered diversified areas such as
  - ✓ Effective Talent Acquisition System to hire right calibers.
  - ✓ Building Effective KPA, KRA, KPIs for HR processes.
  - ✓ Creating Effective Lean HR Operations that is efficient and responsive.
- Being an HR Professional with a Long experience in business gives me the edge to make sound HR Decisions and Strategies through my understanding of the HR function in the context of the business operations. My Education, Career and Work Experience have prepared me to proactively identify opportunity areas to enable organizations to predict and manage situations prior to them becoming employee relation issues. My leadership experience with exceptional capability to lead multiple teams and employees and proven to be an inspiring leader and enthusiastic team player.
- Solid Understanding of the Egyptian local labor code, and my hands-on technical knowledge and skills are key distinguishing factors that have helped me expand the horizons of my career, meet and exceed financial goals, maximize quality and set unprecedented records for the organization I am working with as well as my colleagues.

## Professional career

### Personal Data

Name (as stated in passport): Tarek Sayed Ahmed Dessouki  
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### Education

	Degree	Institute/College	Major	Graduation Year	Country awarding the degree
1	Post MBA & PHD	AIU( Atlantic International University) Miami -Florida –U.S.A	HR	2012	USA
1	Personnel Office Admin Certificate	American University – Cairo	H.R and related subjects	1986	Egypt
2	B.Sc of social work	Higher institute of social work	Social work	1982	Egypt

### Training Courses

	Course Title	Field	Organizer	Duration	Date
1	Cost & Benefit analysis	Finance	Saudi Airlines	1 week	1995
2	Public Relation in the airline's industry	Public Relation	Arab Airlines Companies Org. Arab League	1 week	1996
3	Stand Out & Speak right course	Communication	<i>Continuing Education Center</i> Selmer O. Wake Santa Barbara-CA U.S.A	2 days	1995
4	Basic of communication skills course	Communication	<i>Continuing Education Center</i> Selmer O. Wake	1 week	1995
5	Performance Based Management	Mgmt.	GTI Training center – Manila - Philippines	1 Week	2006

6	HR Strategic partner	Mgmt.	GTI Training center – Manila - Philippines	1 Week	2006
7	SAP Consulting career orientation	HRIS	Kasia - Philippines	One day	2007
8	Mind Mapping	Bayan	Cairo	One Day	2008

## Work Experience

### Full-Time Assignments

#### 1-Human Capital Consultant – GET Group

Oct 2010 to Jan 2011



Established in 1987, GET Group has emerged as a world leader in Passport, ID and IT solutions with projects and customers on five continents. Our advanced solutions utilize cutting edge technologies for the most reliable and trusted passport and ID card issuing systems as well as IT applications serving core governmental programs which stand the test of time: now, and into the future. I am designated as an international HR consultant to conduct an HR overview of the policies, structure of the company worldwide in addition to build up a steering team for a turnaround process which is including but not limited to incorporating the branches worldwide, analyzing, designing and developing the general outline policy of GET group. in which to help reaching the highest implementation of organizational development process.

#### 2-Human Capital Advisor – Pregis –Egypt ([www.pregis.com](http://www.pregis.com)) Jul 2009 to Jun 2010



PREGIS is an ISO 9001, 14001, and HACCP certified company which specializes in extrusion, flexo-printing and roto-printing, lamination, bag-making and slitting.

I am designated as a flex working hours to manage the department in addition to analyzing, designing and developing the general outline policy of Human Capital of Pregis-Egypt.in which to help reaching the highest implementation of organizational development process.

#### 3- HR & Admin Sr. Mgr - ON TV

2008 to 2009



ON TV is one of Orascom Telecom subsidiaries, I was Fully responsible for HR Dep. with establishing a green field for the HR activities from the scratch along with supervising the Admin Mgr. The main task is to have a bench marking to establish and implement an HR system that help the channel to compete and outgrow the market with its unique identity and vision.



#### 4- HR & Coop Director CIC – Canadian International college 2007 - 2008

Fully responsible for all the HR strategic functions, leading the PMS team(Performance management system), legal issues , establishing the KRA & KPI systems , applying the local labor code , establishing and monitoring a better approach for employee’s development and training , reviewing the vision and mission of the college on the light of the new changes of the governmental policies, ensuring a better system of communication and correspondence within the facility , and giving seminars to the HOD to facilitate the work flow , these some of

the functions assigned to the director on regard to the HR activities , in addition to that I am fully responsible to enable the students to work after graduation as per their qualifications.

5- HR Project Manager OA @ L HR Consultancy

2005-2006

Abou Zabaal Fertilizer & Chemical Factory (AZFC) hired our consultant team to have a rigid restructure of all the positions after the company has been privatized. The purpose was to modernize the personnel activities with 1600 employees in the rank in file and the 500 casual staff as well. Job analysis was done in all the job categories from top to middle management. Positions were reorganized (transferred, reassigned, deleted and created new post) as part of a long-term plan. Confidential evaluation of the management level was also conducted for streamline purposes. Salary program was also adjusted to compete with current standard of other private sector.

6-Self Employed (Adidas shop Down Town) Private business -GM

2000 – 2005

7- Station Human Resources Rep Saudi Airlines - Country Manager office-Egypt 1985- 2000



Right after the closure of APO (Area personnel office) in 1986 the station HR Rep. I Was asked to perform all the duties of the human resources dep. Which includes suggesting new H.R strategies and submitting these strategies to the H.Q in cooperation with the C/M Egypt and monitoring the training process on the light of the general vision of the corporate? All these were done in addition to the normal H.R daily routine work with the 2 subordinates on the admin pool. As a concept of cost reduction I was Reporting directly to the Country Manager-Egypt without an independent department.

8-Saudi Airlines A.P.O (Area personnel office-Cairo)

1984-1985

Sr. Pass Agent

Controlling, monitoring and issuing the pass tickets (free and reduce rate tickets for the airline staff)

#### Part-Time (Free lance) Assignments

1- HR Consultant to RS

Jun 2010 – Oct 2010



Ragab sons is a huge retail chain with 25 branches and 4000 staff and still growing , my assignment is to have a strategic solution to the very high turnover of staff along with setting a consolidated HR policies.

With a proven record of designing a PMS for both managerial and non managerial level staff which include employee's satisfaction and TNA and establishing a job analysis system for almost 195 positions , that was remarkably done in a time frame of 3 months. Also introducing some employee's fringe and non fringe benefits which will allow the owners to retain most of their skilled and non skilled staff, the RS academy had also some pre feasibility studies with the ITC with some connections to the high profile universities to set a scientific curriculum for the academy.

## 2- HR Instructor



### 1- MBA/Missouri State University (Misr Business Academy)

MBA is a franchise of Missouri State University and I am fully responsible of the HR curriculum which I designed and developed to cover the Egyptian market needs.

The HR diploma/certificate consists of 12 modules with 2 workshops to familiarize the attendees with all the ins and outs of the vital HR functions.

-The modules are:

- 1) Human Resource Management Law.
- 2) Competency Design and Analysis.
- 3) Human Resource Management Systems.
- 4) Training and Development.
- 5) Human Resource Planning.
- 6) Management Policy.
- 7) Recruitment and Selection.
- 8) Compensation & Benefits Management.
- 9) Performance Management Systems.
- 10) Conflict Management.
- 11) Introduction to Safety for Human Resources.
- 12) Human Resource Dynamics Workshop & Directed Studies.



**THE AMERICAN UNIVERSITY IN CAIRO**

الجامعة الأمريكية بالقاهرة



### 2- AUC (The American University in Cairo)

2008

Teaching the following courses

- 1) Training and development.
- 2) Recruitment and selection.
- 3) Compensation and Benefits.

### 3- International /Local HR Consultant

2000- Present

As an International HR Consultant, I provide consultation in

- Recruitment & Selection
- Training & Development
- Policies & Procedures
- Organization Development
- Compensation & Benefits
- Employee Relations
- Labor Law
- HRIS

I successfully provided consultation for diversified International Organization/Local Companies such as

- 1- Golden Chips (FMCG) – Egypt.2009
- 2- Evalueserve ([www.evalueserve.com](http://www.evalueserve.com)) – Multi-International.2009
- 3- Pirelli- Italy/Egypt 2008
- 4- Mahindra & Mahindra Group of India -British Telecom, UK  
([www.mahindrabt.com/index.htm](http://www.mahindrabt.com/index.htm))-Indian /Multi-International. 2007
- 5- CIT-Multi-International.2007
- 6- Vista Infotech, Bangalore India ([www.vistainfotech.com](http://www.vistainfotech.com)) - India 2007
- 7- GTI- Recruitment ([www.gtirecruitment.com](http://www.gtirecruitment.com)) - Phiilpinese/USA 2006
- 8- OA @ L HR Consultancy-Egypt 2000-2005

#### Language Skills

Language	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
Arabic	X			X			X		
English	X				X		X		
Italian			X			X			X
French			X			X			X
Spanish			X			X			X

#### Computer Skills

- Good in using MS applications

#### Administrative and Professional Skills

- 1 - Typing 25-35 WPM (English)
- 2 - Conducting meeting and taking minutes for other departments regarding human resources matters
- 3 - Filing and information system analysis

#### Hobbies and Social life

- Captain of Gezira Sporting Club – Hockey 1<sup>st</sup> team playing for more than 18 years.
- Owner and Founder of PHC-Egypt (Professional Human Capital –Egypt) Helping the young generation to fully comprehend and practice the new concept of Human Capital as evolving from Human Resources.
- Listening to oldies music.
- Reading books.
- Travelling and crossing the seven seas.