

AHMED ALSHAMY

OPERATIONS, HR & ORGANIZATIONAL DEVELOPMENT PORTFOLIO

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Operations & HR Manager | Organization Builder | Business Consultant | Corporate Trainer

Selected assignments delivered through Devidya Academy, covering business and factory setup, department design, workforce build-up, HR and operating systems, government follow-up and tailored management training.

ENGAGEMENT MODEL

01	02	03	04	05
Assess	Plan & Structure	Build & Recruit	Train & Launch	Measure & Improve
Review business needs, operating gaps, manpower requirements, records and compliance risks.	Define the organization chart, departments, roles, workforce plan, policies, workflows, systems and KPIs.	Establish functions, recruit teams, complete onboarding and introduce practical controls.	Prepare owners, managers, supervisors and employees to use the new systems and meet agreed standards.	Track performance, cost, productivity and compliance, then close gaps through corrective action.

CORE DELIVERY AREAS

Area	Scope
Business & Department Setup	Operating model, organization chart, department setup, reporting lines, job descriptions, authority matrices and launch plans.
HR & Workforce Build	Manpower planning, recruitment, selection, onboarding, attendance, payroll coordination, employee relations and personnel files.
Operations & Process Management	Workflow mapping, SOPs, service and quality standards, resource planning, productivity and daily management routines.
Performance, Cost & Control	KPIs, dashboards, appraisal cycles, cost control, corrective action and management reporting.
Government Relations & Compliance	SCZONE and licensing coordination, Social Insurance, Labor Office, inspections and legal-compliance follow-up.
Systems, Data & Digital Enablement	CRM, HRIS and ERP requirements, forms, databases, dashboards, websites and workflow automation.

SELECTED IMPACT HIGHLIGHTS

20-35%	Approx. reduction in employee turnover across selected engagements.	15-30%	Approx. reduction in absenteeism and repeated lateness.
25-40%	Approx. improvement in average time-to-hire.	98%+	Payroll and employee-data accuracy maintained through controlled reviews.
20-35%	Approx. operational productivity improvement through workflow redesign.	10-20%	Approx. reduction in controllable operating costs and avoidable overtime.

CLIENTS & ORGANIZATIONS

Selected engagements in Egypt and the region.

EGYPT



REGIONAL ENGAGEMENTS



ASSIGNMENT & TRAINING SCOPE

Start-up & Organization Design

Support from initial planning through department setup, role design, manpower planning, authority matrices and operational launch.

Workforce Build & HR Foundation

Recruitment systems, competency-based selection, onboarding, personnel operations, attendance, payroll controls and employee relations.

Operations & Process Excellence

Process mapping, SOPs, resource planning, quality, cost control, productivity and continuous improvement.

Leadership & Manager Development

Manager essentials, situational leadership, delegation, coaching, feedback, conflict management and employee engagement.

Performance & Change

KPIs, accountability, problem solving, decision making, change leadership, crisis management, resilience and agility.

Customized Corporate Programs

Training-needs analysis, tailored content, workshops, coaching, implementation support and post-training evaluation.

DEVELOPMENT & CONSULTING PORTFOLIO

Business setup, HR and operations projects, tailored training and management development.

SELECTED PROJECTS



Business Setup
Operating Model



Institutional Development
Organization Design



Academy Development
Business & Training Setup



Digital Enablement
Web & Visual Systems



Training Institute Setup
Programs & Operations



Management Systems
Processes & Reporting



Organizational Development
Structure & Performance

ENGAGEMENT FORMATS

Business / Factory Launch	From initial planning to organization design, department setup, workforce planning, recruitment, systems and launch support.
Existing Company Improvement	Diagnose operating and people gaps, rebuild HR and operations routines, clarify accountability and strengthen performance.
Tailored In-Company Training	Training-needs analysis, custom program design, workshops, coaching, workplace application and follow-up.

PRIORITY PROGRAMS FOR MANAGERS & ORGANIZATIONS

Strategic Leadership & Execution	Strategic planning, goal setting, decision making, leadership influence and execution discipline.
People Management & Employee Relations	Delegation, coaching, feedback, difficult conversations, conflict resolution and employee engagement.
Workforce Strategy & Talent	Manpower planning, skills-based hiring, competency frameworks, succession, retention and talent development.
Performance, Productivity & Operations	KPI management, resource management, process improvement, quality control, cost control and practical problem solving.
Change, Resilience & Crisis	Change leadership, adaptability, risk awareness, crisis response and team resilience.
Digital, Data & AI for Managers	HR and operations analytics, dashboard use, AI literacy, workflow redesign and responsible adoption.

STRATEGIC TRAINING PARTNERS & SUPPORTING INSTITUTIONS



Institute of Arab Research & Studies
Training Partnership / Cooperation



de Bono Middle East & North Africa
Training Partnership / Cooperation



ISIC
Training Partnership / Cooperation



UNESCO
Training Partnership / Cooperation



Central Agency for Organization & Administration
Government cooperation and sponsored training
Egypt



Egyptian Organization for Standardization & Quality
Standards, quality and institutional cooperation
Egypt

REGIONAL & MULTICULTURAL DELIVERY

Egypt, Saudi Arabia, United Arab Emirates, Libya and Morocco. Comfortable coordinating between international management teams and Egyptian employees through clear communication, practical systems and consistent follow-up.