AHMED MOHAMED ELKADY

Senior HR Business Partner | Compensation & Benefits Architect | HRIS & People Analytics

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PROFESSIONAL SUMMARY

Senior HR professional with over 14 years of experience across Saudi Arabia and Egypt, spanning HR business partnering, compensation architecture, HRIS implementation, and internal audit. Designed and deployed a company-wide grade-based salary structure on SAP SuccessFactors, replacing a legacy 20-rank system, and led the build of the SAP HR platform from the ground up together with the organization's first formally approved organizational structure. Combines strong HR governance and control discipline with hands-on analytics in Power BI and advanced Excel, and self-taught AI and application development. Corrective and control initiatives delivered across human resources, medical insurance, catering, and telecom have produced documented and projected savings exceeding SAR 7 million.

SELECTED ACHIEVEMENTS

- **SAR 7M+ in total value protected and saved** through corrective, audit, and governance initiatives across HR, medical insurance, catering, and telecom.
- **SAR 5M+ loss prevented** by uncovering fraud in an external training proposal and halting the deal before contract signature.
- **SAR 1.2M+ documented catering savings** through policy governance, waste elimination, and meal-plan redesign.
- **SAR 1M+ projected insurance recovery** from a full medical insurance audit exposing duplicate coverage, ineligible members, and systemic data errors.
- **SAR 36,243 monthly saving identified** via a complete corporate SIM inventory and a proposed telecom policy restructure.
- **20 legacy ranks consolidated** into a simplified, scalable grade-based salary structure securing internal equity and payroll governance.

CORE COMPETENCIES

Compensation & Benefits: Salary structure design · Job grading & job architecture · Internal equity · Payroll governance · Benefits administration

HR Systems: SAP SuccessFactors administration · SAP HR implementation · Data governance & system audit · Role & permission control

Analytics: Workforce & headcount analytics · Power BI executive dashboards · Advanced Excel (DAX, data modeling) · Cost analysis

Governance & Control: HR and operational audit · Internal controls · Fraud detection · Policy design · Vendor and contract management

HR Operations: Organizational design · Full-cycle recruitment · Onboarding & offboarding · Employee relations · Saudi Labor Law, GOSI & government relations

PROFESSIONAL EXPERIENCE

East Delta — Construction & Engineering | Saudi Arabia · Jan 2020 – Dec 2025

Human Resources Business Partner (HRBP) **Mar 2024 – Dec 2025**

Compensation Architecture & HRIS

- Designed and implemented a complete salary structure independently, fully aligned to SAP SuccessFactors, replacing a legacy 20-rank system with a simplified grade-based model that secured internal equity, payroll governance, and long-term scalability.
- Established and launched the SAP HR platform from scratch in partnership with CIC — covering system configuration, full employee data migration and validation, and resolution of every technical and administrative finding through to stable operation.
- Directed the full implementation, customization, and continuous enhancement of SAP SuccessFactors, safeguarding data integrity, automating HR processes, and supporting users across all departments.
- Built and maintained the company's complete organizational structure from the ground up — all divisions, departments, and job titles — and secured its formal approval on SAP as the organization's single source of truth.

- Delivered advanced workforce analytics and executive dashboards in Power BI and advanced Excel, enabling data-driven decisions on headcount, productivity, and cost control.

HR System Audit & Internal Controls

- Led a focused audit of the SAP environment that surfaced structural defects and operational violations across organizational data, job classification, attendance, and payroll.
- Corrected structural errors including duplicated naming across Department, Division, and Business Unit fields, and revised inaccurate job titles to reflect actual scope of authority.
- Resolved a leave-authorization defect that prevented managers from submitting requests, traced to official working hours not being configured in the system.
- Conducted a full job-classification audit, identifying employees assigned to incorrect departments or employment categories — for example, reception staff classified under Security or Remote.
- Exposed attendance irregularities and manipulation, including permissions approved outside the HR route by PMO without attendance verification, and recurring daily permissions granted with no deduction or documented justification, all escalated formally for review.
- Detected unauthorized system privileges granted to employees for approving permissions and leave, and blocked external interference after discovering that administrative rights had been assigned to the Chief Accountant by Finance without HR's knowledge.
- Identified payroll violations in which full salaries were released despite absence or repeated lateness without deduction, resulting from unjustified interventions by Finance.
- Analyzed Finance department overtime records and flagged inflated claims reaching the value of full monthly salaries.
- Uncovered system-consultant misconduct involving leave granted without formal approval and privilege changes made without reference to the responsible department.
- Audited government-relations data and identified employees still flagged as Active despite no longer being present or having had sponsorship transferred — a recurring weekly gap traced to Attendance, Government Relations, and PMO.

Medical Insurance — Full Ownership (from Aug 2025)

- Conducted a comprehensive review of all insurance data, exposing manipulation and systemic errors that were charging the company for ineligible members.
- Identified resigned employees carried into the new policy — including 46 resignations dating back to 2024 — and formally escalated them to the brokerage for removal.
- Corrected tier misalignments where employees had been enrolled in categories above their job level.
- Detected duplicate coverage for employees and dependents registered under multiple Iqama numbers or repeated dependent entries, and had the records officially deleted and corrected.
- Reconciled resignations by year and month against the policy, revealing more than 110 cases of delayed deletion.
- Rebuilt the entire medical insurance database through a new, fully detailed master register.
- Identified 22 members unrecognized in the system or by the Council of Health Insurance and coordinated their termination and permanent exclusion.
- Audited refund submissions after finding erroneous schedules containing employees never flagged for removal, and corrected them with the broker against formal evidence.
- Escalated formally to the broker with binding deadlines for deletion and refund after delays in processing more than 277 employee records despite complete documentation.
- Instituted a recurring monthly audit reconciling every addition, deletion, and refund before financial approval, materially reducing exposure to duplicate coverage.
- **Result:** ineligible amounts frozen and a substantial share already recovered, with total savings projected to exceed SAR 1 million once all formally raised cases are settled.

Telecom & Corporate Line Governance

- Completed a full inventory of 437 corporate SIM lines (426 active, 11 suspended or disconnected).
- Identified 13 employees holding multiple lines — with individual cases reaching 9, 6, and 5 lines — supported by a detailed register of ID numbers and line counts per user.
- Flagged the absence of a governing issuance policy and delivered a comprehensive policy update recommendation.
- Isolated 89 lines still active for resigned employees at SAR 4,800 per month, within a total monthly rental of SAR 36,243.
- **Result:** proposed a restructure suspending all lines and reinstating them only for roles with genuine operational need — a monthly saving of SAR 36,243 at full implementation.

Catering Manager Mar 2024 – May 2025

- Redesigned catering policy and restricted meal distribution to eligible workers only, reducing monthly expenditure by SAR 15,000–18,000.
- Introduced an absence-documentation system that removed unearned meals, cutting waste and improving spend efficiency.
- Redesigned the meal plan — including converting Suhoor provisioning to breakfast — delivering a direct saving of SAR 216,800.
- Strengthened supplier contracts through an addendum imposing an explicit penalty clause voiding an entire site's meals where foreign objects or insects were found in food.
- Raised meal quality and variety through worker satisfaction surveys and continuous coordination with the catering contractor to serve a multinational workforce.
- Ran weekly field visits to project sites and accommodations and operated a complaint channel by email and WhatsApp with immediate resolution follow-up.
- Produced daily, weekly, and monthly catering cost reports per project and per worker, analyzing them to surface further cost reduction opportunities.
- Prepared the daily meals sheet from PMO data, reviewed it prior to release, and reconciled monthly invoices against it before SAP entry.
- **Result:** documented catering savings exceeding SAR 1.2 million through improved governance, waste reduction, and meal redesign.

Business Development Officer — People Analytics & HR Transformation Jul 2021 – Feb 2024

- **Prevented a loss exceeding SAR 5 million** by uncovering fraud in an external training proposal for employee courses — verifying misleading claims and inflated pricing and reporting it before contract signature, resulting in cancellation of the deal.
- Designed and maintained interactive Power BI dashboards and KPI reporting for the Finance, HR, Marketing, Project Execution, and Business Development functions.
- Designed organizational structures and reporting hierarchies aligned to departmental KPIs using Microsoft Visio.
- Managed digital learning programs on the Looop platform and designed employee engagement surveys in SurveyMonkey, translating results into measurable improvements.
- Developed employee appraisal templates in partnership with an external consultancy and managed distribution and collection of results.
- Managed petty cash for the Al-Ramal factory from establishment through project completion, saving over SAR 150,000.
- Produced the Al-Ramal furniture profile and oversaw Jeddah accommodations through scheduled site visits addressing labor issues, housing conditions, and needs assessment.

Human Resources Generalist Jan 2020 – Jul 2021

- Managed and maintained employee records in SAP, ensuring data accuracy, consistency, and compliance across HR modules.
- Delivered day-to-day HR operational support across onboarding, contract renewals, leave administration, and end of service.
- Contributed to organizational structure design and job title hierarchy, improving clarity of responsibilities and reporting lines.
- Partnered with SAP technical teams (CIC) to troubleshoot and resolve system issues throughout implementation and enhancement phases.

Pharmaoverseas | Egypt · Full-time

Human Resources Specialist Nov 2014 – Dec 2019

- Managed full-cycle recruitment including CV screening, interviewing, and preparation of employment contracts for new hires.
- Ran onboarding and offboarding workflows, ensuring complete documentation, training requirements, and system data updates.
- Coordinated end-of-service processes including final settlements and structured exit interviews supporting retention insight.
- Maintained attendance, leave, and absence records underpinning accurate payroll calculation and HR reporting.
- Prepared monthly payroll inputs and deductions and coordinated benefits to ensure accurate and on-time disbursement.
- Coordinated with social insurance and labor authorities to ensure statutory compliance and successfully pass official inspections.

- Maintained employee records and documentation in line with HR policy, labor law, and data governance standards.
- Served as the primary point of contact for employee relations, supporting issue resolution and workplace stability.
- Operated SAP systems for employee data management, transactions, and operational reporting.

Almeshwar Rent A Car Co. Ltd | Riyadh, Saudi Arabia · Full-time · Jun 2010 – Apr 2014

Internal Auditor **Feb 2013 – Apr 2014**

- Performed internal audits across administrative, financial, and HR processes to verify adherence to internal controls and operational efficiency.
- Prepared financial statements and coordinated with external audit firms for statutory sign-off.
- Reported audit findings to senior management and supported corrective action plans strengthening governance and continuous improvement.
- Managed payroll processing, petty cash tracking, and HR-related financial transactions in coordination with the Finance team.

Human Resources Specialist **Jun 2010 – Jan 2013**

- Managed end-to-end personnel administration and government relations — Iqama renewals, sponsorship transfers, and job title amendments — for more than 250 employees.
- Represented the company before government authorities to ensure compliance with labor law, social insurance, and residency regulations.
- Oversaw preparation of employment contracts, social insurance documentation, and employee records for official inspection.
- Developed and maintained HR documents, forms, and policies supporting structured and compliant operations.

TECHNICAL SKILLS

HR Systems: SAP SuccessFactors — full administration covering system setup, permission control, and data accuracy assurance; SAP HR implementation and support

Analytics & Reporting: Power BI (executive dashboards), Advanced Excel (DAX, data modeling, automated reporting), Microsoft Visio

Engagement & Learning: Looop learning platform, SurveyMonkey engagement surveys

AI & Application Development (self-taught): Applied AI tools (Claude, Gemini) to build practical business solutions; developed and published a native Android e-commerce application on Google Play; designed and built WordPress websites and online stores with payment gateway integration; built AI-assisted applications including a job-search platform and an automated sales assistant (AI SDR agent); developed a salary benchmarking tool exporting results to Excel and PDF

EDUCATION

Bachelor of Commerce — Benha University, Egypt **2009**

LANGUAGES

Arabic: Native

English: Intermediate — working knowledge for business correspondence and reporting