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Qatameya Rimg Rd. – Cairo, Egypt.

**EDUCATION:**

* June 2001 - MBA with special emphasis on Systems Analysis and Design, Human Resource Management, International Business & Marketing from the American University in Cairo Business Management Department. (GPA 3.65 and GMAT score of 590).
* December 1992: BA – Interior Design, University of Maryland at College Park. MD– USA.
* May 1988: American High School Diploma, Pinedale High School. Pinedale – Wyoming – USA.

**WORK EXPERIENCE:**

**January 1999 – December 2007: freelance translator Arabic - English - Arabic**

Fields of translation subtitling and transcription include banking and finance, legal, medical equipment, TV program subtitles (movies and religious programs for ART group of channels), literature and fiction and other miscellaneous fields.

**ProZ Profile** http://www.proz.com/profile/65072

**Mar 2022 – Present: GM of Supply at Agricultural Bank of Egypt**

1. Manage the Bank’s supplier portfolio to ensure achieving the greatest match between the bank’s Strategy and Procurement strategy
2. Review and update Procurement MI
3. Complete functional Organization Chart and close gps in structure through hiring and training staff.
4. Ensure full adherence of Procurement function to ll bank and regulatory requirements
5. Lead a team of efficient procurement professionals in achieving the bank’s strategy

**Dec 2020 – March 2022: Head of Sourcing at Attijariwafa Bank Egypt:**

**Strategy and Development**

1. Manage the Bank’s supplier portfolio to ensure achieving the greatest match between the bank’s Strategy and Sourcing strategy
2. Create and implement best practice purchasing vision, strategy, policies, processes and procedures to aid and improve business performance
3. Devise and implement the most fit for purpose sourcing category management model.
4. Conduct financial analysis of procurement costs and develop ways to achieve the highest savings for the bank
5. Ensure adherence of all stakeholders to the bank’s sourcing policy and procedures
6. Devise and deliver regular (monthly, quarterly, semi-annually and annually) MI and expenditure reporting
7. Estimate risks and apply risk minimizing techniques
8. Conduct market analysis and surveys to build the most fit-for-purpose list of preferred suppliers
9. Plan for the successful, efficient and timely implementation of the bank’s sourcing and change projects
10. Overall responsibility for Purchasing and Cost Estimating activities across the business
11. Centralize all the Bank’s purchasing activities within the Sourcing department.

**Feb 2012 – Present Attijariwafa Bank / Barclays Bank Egypt: Sourcing Senior Governance and Control Manager**

**Control & governance**

1. Implement ‘fit for purpose’ Key Risk management processes and reporting
2. Communicate requirements and deliverables and train supplier managers with regards to compliance agenda
3. Ensure timely closure of control programmes
4. Ensure timely and accurate submission of reporting
5. Responsible for content and maintenance of the BU Supplier Risk Functional RCA
6. Coordinate supplier related regulatory activities, i.e. ABC & IRM testing, etc
7. Perform regular Quality Assurance of all compliance activities by Supplier Managers to ensure they are embedded and up to date at all times
8. Provide expertise and support to Business Units with regards to compliance to Sourcing and Supplier Management Policy and regulatory matters.
9. Actively participate in Group wide risk forums

**Sourcing and Procurement:**

1. Conduct Market research based on Internal Customers’ requirements.
2. Prepare RFPs and RFQs for different-sized projects.
3. Prepare financial analysis and selection criteria
4. Handle different tendering/project committees.
5. Award and contract selected vendors.

**Stakeholder relationship management**

1. Manage relationships with key stakeholders including Internal Audit, Business Unit Key Risk Owners, Operational Risk and Supplier Risk
2. Act as Key interface with Bank Internal Audit for all audit related activity
3. Act as Key member of cross-functional team to identify and deliver new products and services.
4. Creating and implementation of Sourcing strategies to support existing products and services and implement new ones.
5. Work with senior stakeholders to develop and implement best practices and report on supplier compliance activities
6. Develop and manage collaborative relationships with corporate teams, including Group Procurement, Controls Assurance Unit et, to ensure strategy and policies support the organisation
7. Fostering innovation in relationships with internal and external partners and solidifying business relationships
8. Communicate policy changes in a timely manner
9. Utilize emerging technologies in building working relationships with suppliers,
10. Collaborate with supplier risk teams across Barclays to share best practice, and drive innovation and efficiencies in the Supplier risk environment.
11. Support eSource Purchase to Pay users in troubleshooting and system issues
12. Provide training to Supplier relationship managers and eSource users.
13. Communicate awareness tips on Sourcing Policy and eSource system.

**Operations management**

1. Maintain deep understanding of supplier portfolio in BU and ensure key stakeholders are effectively briefed on issues / concerns and emerging themes
2. Maintain master Supplier List on behalf of BUs that is accurate and updated in a timely manner
3. Support development of MI produce reporting and MI with regards to operational activities, improvements and projects
4. Provide monthly MI reporting to region in terms of spend reporting.
5. Complete monthly overnight sanctions screening report.
6. Using technical, analytical, and commercial skills to conduct market analysis and identify emerging trends.

**Procurement System Technical support and issue resolution**

**Contract maintenance, storage, filing and tracking.**

**AWB – Egypt/Barclays Bank Egypt**

**October 2017 – July 2018 : Senior Domain Leader for Procurement domain (Migration Purchase to Pay system used by Barclays to new AWB systems)**

1. Defines scope and support on building the schedule of the domain’s works
2. Defines priorities and lead/supervises all required arbitrations
3. Lead the Weekly Progress meeting with the support of the Business PM
4. Ensures follow-up of works
5. Reviews and validates deliverables
6. AWBE Business Leader focal point
7. Contribute on Domain’s deliverables
8. Develop and validate test cases and conduct system UAT
9. Identify and follow up on gaps and issues till resolution
10. Develop and deliver system training for all users (requesters, validators and sourcing staff)

**December 2008 – Feb 2012: Governance and Policies Senior Manager for the COO functions - Barclays Bank Egypt**

1. Prepare for external and internal audits to any of the COO functions
2. Follow up on control issues, risk events and Principal Risk Rating as well as validate closure evidence submitted.
3. Set up and maintain the Policies Library/database and policy train all COO functions.
4. Create “Your Responsibilities” document and update with all relevant Bank’s Policies.
5. Conduct Risk and Control Assessment testing reviews
6. Draft SLAs and following up/reporting KPIs for all Internal Control & Shared Services.
7. Act as secretary for Internal Control Forum held monthly for all COO functions.

**January 2008 – December 2008: HR Governance and Control and Resourcing Senior Manager Barclays Bank Egypt:**

1. Establish a new HR Governance function and ensure adherence of HR activities to agreed Barclays Emerging Markets HR policies, governance controls, standards and processes.
2. Take full responsibility for the successful delivery of assessment and remediation interventions in support of the strategic and operational HR Governance Agenda with emphasis on the recruitment agenda
   * Embed HR Governance Agenda
   * Review and implement Recruitment Policies
   * Manage the different Recruitment Channels
   * Train and coachr line managers and HR Business Partners in best practices
   * Manage the budget and Capacity Plans

**Dec 2006 – July 2007: HR Director at El Tawfikia:**

1. Set and implement HR Strategy and Policies and Procedures.
2. Run HR activities (Recruitment and Selection, Training and Development, Performance Appraisals, Contracts and Job Descriptions.)

**Dec 2004 – Nov 2006: HR Manager at Al Darb Al Ahmar Community Development Project – An Aga Khan Trust for Culture Initiative.**

1. Perform Recruitment, Selection and Orientation.
2. Complete staff Contracts and Position Descriptions.
3. Complete Reviews, Performance Appraisals and Promotion.
4. Plan Staff Training and Professional Development.
5. Contact with Medical Insurance provider and Process claims.
6. Handle Compensation and benefits planning and implementation.

**Oct 2002 – Dec 2007: Freelance HR Consultant**

Conduct HR Audits and build HR Systems as follows:

1. HR Audits:
   1. Conduct an HR audit of existing Policies, procedures and practices of HR department if any.
   2. Perform gap analyses to identify which areas of HR policies and procedures need to be built upon or built up completely.
   3. Design and write HR policies and procedures and implement them for the following HR Areas:
   4. Performance Management. - Training and Development - Compensation and Benefits. - Recruitment and Selection – Contracting - Writing Job Descriptions – Attendance – Legal and Compliance.
2. Training:
   1. Conduct Training Needs Analysis (TNA) and based on the results prepare material and conduct training courses in required areas.

**Feb 2001 – Oct 2002: Project Manager** at People Plus Executive Recruitment & HR Consultancy:

1. Create and launch the company website, including Business Plan, marketing plan and promotion campaign, content development, career resource research and write up, follow up with web developers, web page hosting companies and service providers, negotiations with Assessment test providers and all other project-related duties.
2. Follow up the development and implementation of the company’s candidate database.
3. Complete candidate CVs’ screening and interviewing.

**April 1999 – June 2000: Systems Analyst & HR Developer** at El Aguizy International for Economic Development. Duties include, developing a Management system for the whole company’s operations, Developing a Human Resource system and New Project Planning.

Customer Experience Workshops (2014 – 2015)

Leadership Skills Course. (2001 – 2002)

Orientation and Objective-setting workshop for students studying abroad. (2007 – 2008)

Time Management Course. (2001 – 2002)

Communication Skills Course. (2001 – 2002)

Risk and Control Analysis and testing (2009 – 2011)

**Courses and Workshops Attended:**

Negotiation Skills

Procurement Management

Advanced Risk Management-ICAAP

Project Management Diploma – PMP

Tendering and Contracting

Leadership Anatomy

Customer Experience

Facilitation Skills

Six Sigma – Green Belt

Time Management & Communication skills course, May 2005.

Strategic Planning Exercise, December 2005.

Integration Workshop June 2006.

**Skills:**

* + - sourcing skills, commercial agreements and contracts , and relationship management.
    - Analytical skills with the ability to visualize, and express concepts and solve problems and issues.
    - Make decisions and influence the decision making process
    - Logical thinking and data analysis and reporting
    - Bilingual English/Arabic – Business Process Improvement and Optimization – Communication – Policy Analysis and Write up – Auditing – Data Analysis – Project Management – Performance Management – Risk Management – Negotiation – Vendor Management – Supply Management – Facilitation and Training – Written and Spoken Communication – Creative Problem-Solving – Stakeholder Management – Time Management – Interpersonal Skills – Conflict Management and Resolution – Problem Solving and Decision-Making – Purchase to Pay System technical support and issue resolution.

Date of Birth: December 16th, 1971