

AHMED MAHER

HR OPERATIONS & EMPLOYEE RELATIONS PROFESSIONAL

Cairo, Egypt | [linkedin.com/in/ahmed-maher-324323185](https://www.linkedin.com/in/ahmed-maher-324323185)

PROFESSIONAL PROFILE

Banking legal-operations professional with 11+ years of experience at the National Bank of Egypt, specializing in regulatory compliance, confidential case administration, policy interpretation, and coordination with branches across Egypt. Complementing this background with advanced HR studies at the American University in Cairo, with training in employee relations, talent acquisition, learning and development, organizational behavior, and total rewards. Brings the discretion, accuracy, and judgment needed to contribute effectively in HR operations, employee relations, and HR compliance roles.

CORE COMPETENCIES

HR Operations	Employee Relations	HR Compliance	Policy Interpretation
Confidential Records	Case Administration	Cross-Functional Coordination	Total Rewards Fundamentals

PROFESSIONAL EXPERIENCE

National Bank of Egypt (NBE) | Cairo, Egypt

Paralegal - Seizure, Inheritance & Minors' Accounts Department | March 2015 - Present

- Manage legal and operational requests involving seizure, inheritance, and minors' accounts while ensuring alignment with banking regulations and internal policies.
- Coordinate with branches across Egypt to process sensitive requests, clarify requirements, and support timely, accurate case resolution.
- Review, prepare, and maintain legal documentation and confidential records with strong attention to accuracy, completeness, and data privacy.
- Interpret legal and policy requirements, communicate required actions clearly, and support consistent application across branch operations.
- Handle multiple sensitive cases and stakeholder requests while maintaining professional judgment, discretion, organization, and deadline discipline.
- Collaborate across legal, compliance, and branch teams to resolve complex cases and maintain reliable operational workflows.

HR PROFESSIONAL DEVELOPMENT

The American University in Cairo (AUC) - Executive Education

Advanced HR Certificate studies | February 2026 - Present

- Building practical HR knowledge across organizational behavior, talent acquisition, learning and development, total rewards, employee relations, and HR compliance.
- Completed executive-education coursework in Business Acumen and Design Thinking, applying concepts through projects and case studies.
- Continuing the advanced stage of the AUC HR development pathway toward the HR Diploma.

EDUCATION & LANGUAGE

Bachelor's Degree in Business Administration and Management | New Cairo Academy, 2008-2012

English: Professional working proficiency - British Council EnglishScore