

Ahmed Hemida

Expert in Administrative & Legal Affairs

Experienced legal and administrative expert with over 20 years at the Egyptian Banking Institute, Central Bank of Egypt. I specialize in legal and operational matters in the banking training sector. I have strong skills in procurement, contract management, and negotiation. With a deep understanding of Egyptian laws, I provide legal advice on internal policies and procedures. I am also a qualified lawyer with experience in corporate legal matters

Contact

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Address

Area A, Hadayek Al Ahram, Giza, Egypt

Education

Bachelor of Laws

Cairo University

Mini-Master's of Business

Administration

EgyCham Consultancy

Expertise

- Administrative legal advisory
- Procurement and vendor management
- Policy and regulation compliance
- Risk mitigation
- Contract management and negotiation
- Leadership and management

Language

Arabic

English

Experience

June 2023 - January 2024

The Egyptian Banking Institute - Central Bank of Egypt

Legal and Administrative Consultant

- Provided expert advice on the procedures related to tax registration.
- Worked closely with the EBI management to resolve issues related to tax registration.
- Conducted consultancy regarding interaction with tax authorities and ensured that the submitted documents comply with Egypt's new e-tax system, which was first adopted in April 2022.
- Provided up-to-date advice regarding tax systems and procedures.

2013 - 2023

The Egyptian Banking Institute - Central Bank of Egypt

Dep Director and Head of Administration Department

- Directed large-scale administrative operations and supervised a team that handles the institution's budget, procurement, and operational affairs units.
- Managed EBI's administrative contracts and ensured its legal compliance.
- Oversaw and trained the department's team to efficiently select vendors and evaluate their services in line with internal needs.
- Handled technical and legal tenders-related aspects, including contract drafting and reviewing.
- Managed the EBI's stores, correspondences and vehicles with the minimum cost-efficiency and highest quality.
- Maintained professional and lasting relationships with stakeholders and vendors.

2003 - 2013

The Egyptian Banking Institute - Central Bank of Egypt

Systems Manager, IT Department

- Managed EBI system operations, mainly digital systems and print shop facilities.
- Supervised and oversaw technical procurement processes related to print equipment and supply, e.g. high-tech printers and durable materials.
- Developed standard operating procedures (SOPs) for digital systems and printshop operations with high quality and best efficiency.

International conferences

Supply Chain Management by the Central Bank of Jordan
Amman, Jordan

The Procurement method in the European Union
Frankfurt am Main, Germany (Sponsored by Deutsche Bundesbank)

Canon's Annual Conference
Dubai, UAE

Canon Concerto Conference
Dubai, UAE