

Mohamed Omar Saad El_Din

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Professional Summary

HR Leader with over 18 years of comprehensive experience across the food, manufacturing, and retail sectors. Proven track record in spearheading large-scale organizational transformations, digital HR integration (ERP), and cultural development. Expert in aligning human capital strategies with business objectives to drive profitability and operational excellence. A specialist in advanced talent calibration using the 9-Box Grid, Agile HR methodologies, and Total Rewards framework. Distinguished by a solid financial and accounting background, enabling a unique, data-driven approach to workforce analytics, labor cost optimization, and strategic productivity enhancement.

Work experience

November 2023 till Now

Position: H.R & Admin Manager

Company: Multi-M Group for metallic & wooden (MOHM Office Furniture).

Key Responsibilities:

- Strategized & deployed a modernized HR strategy synchronized with the corporate vision, while leading organizational change initiatives to foster a high-performance culture.
- Spearheading the legacy ERP system upgrade to drive digital transformation, and implementing "Agile HR" methodologies to enhance operational speed and process efficiency.
- Implementing the 9-Box Grid matrix to identify and calibrate high-potential talent, ensuring targeted development and retention of top performers.
- Pioneered a structured 90-day onboarding journey to optimize the New Hire Experience, ensuring seamless cultural assimilation and fostering early engagement.
- Spearheading engagement measurement initiatives and implementing data-driven action plans to boost overall employee satisfaction and retention rates.
- Overhauling the KPI system to align with medium and long-term strategic objectives, utilizing data-driven metrics to monitor organizational health.
- Conducting comprehensive Workload Analysis and Skills Matrix evaluations to optimize resource allocation, identify performance gaps, and maximize overall productivity.
- Designing the annual Training Needs Analysis (TNA) and executing integrated internal/external learning paths to upskill the workforce and drive operational excellence.
- Directing job evaluation and grading structures based on market benchmarking to ensure a competitive compensation strategy that aligns with corporate fiscal goals.
- Engineering robust succession plans and specialized retention strategies for critical roles to mitigate organizational risk and ensure leadership continuity.
- Architecting and managing the comprehensive annual HR budget, ensuring optimal financial allocation in line with the company's strategic roadmap.

September 2020 till October 2023**Position: H.R & Admin Manager****Company: Modern for Leather Product Trade Company (PIXI).****Key Responsibilities:**

- Founded and established the Human Resources department from inception, transitioning the organization from informal practices to a structured corporate governance model.
- Authored and deployed comprehensive HR policies, internal work regulations, and employee handbooks to ensure operational consistency and alignment with company values.
- Spearheaded a scalable organizational structure aligned with strategic business objectives, optimizing reporting lines and departmental functions for future growth.
- Formulated strategic manpower plans and recruitment budgets, ensuring optimal staffing levels while maintaining strict control over labor costs.
- Recruited, mentored, and led a high-performing HR team, fostering a culture of excellence to achieve departmental and organizational KPIs.
- Secured 100% legal compliance across all operations by aligning company procedures with Egyptian Labor Law and social insurance regulations.
- Directed comprehensive administrative affairs and facility management, ensuring high-quality employee services and seamless operational continuity.

May 2017 to September 2020**Position: H.R Manager****Company: International Food Industry (Cook Door).****Key Responsibilities:**

- Strategized and executed comprehensive HR policies and internal regulations, effectively aligning human capital operations with the company's strategic growth objectives.
- Strategically restructured the company's organizational framework to enhance agility and ensure readiness for future expansion and market challenges.
- Spearheaded detailed job descriptions for all organizational roles, focusing on maximizing individual productivity and ensuring the optimal utilization of internal talent.
- Developed a data-driven manpower plan to optimize labor costs and maintain efficient staffing levels in alignment with corporate financial targets.
- Established and standardized HR Standard Operating Procedures (SOPs) in strict accordance with ISO certification requirements, ensuring operational excellence and process consistency.
- Enhanced the compensation and benefits framework to strengthen the Employee Value Proposition and ensure the long-term retention of high-potential talent.
- Orchestrated full-cycle HR department operations, ensuring 100% legal compliance with labor laws while consistently achieving departmental KPIs.

January 2012 to April 2017**Position: Personnel Manager****Company: International Food Industry (Cook Door).****Key Responsibilities:**

- Spearheaded the successful migration from manual Excel-based tracking to a fully integrated ERP system for Personnel and Payroll, improving data accuracy by 50% and streamlining administrative workflows.
- Authored and implemented comprehensive HR policies and internal labor regulations, ensuring 100% alignment with Egyptian Labor Law and organizational strategic goals.

- Partnered in full-cycle recruitment and selection processes for key positions, utilizing competency-based interviewing techniques to ensure high-quality hires.
- Spearheaded productivity metrics for production departments, implementing data-driven strategies that maximized labor efficiency and optimized operational output.
- Designed and launched an enhanced employee benefits framework, focusing on improving the Employee Value Proposition and boosting overall retention rates.

From: December 2009 to December 2011

Position: Employee Relations Supervisor

Company: International Food Industry (Cook Door).

Key Responsibilities:

- Spearheaded the design and implementation of a modernized administrative investigation system and employee accountability protocols, ensuring transparency and fairness in all disciplinary actions.
- Resolved complex conflicts in the workplace and promoted a positive work environment, resulting in a measurable increase in employee engagement and organizational stability.
- Supervised the full-cycle monthly payroll processing, ensuring 100% accuracy in salary calculations and compliance with statutory deductions.
- Directed the auditing and maintenance of employee personnel files, guaranteeing full adherence to Egyptian Labor Law and internal regulatory standards.
- Managed the end-to-end social insurance processes and annual updates for the workforce, maintaining strong and compliant relations with government agencies.

From: September 2007 to December 2009

Position: Senior Compensation and benefits Specialist

Company: International Food Industry (Cook Door).

Key Responsibilities:

- Managed and processed end-to-end monthly payroll for the entire corporate workforce, ensuring 100% accuracy in salary disbursements, statutory deductions, and benefits allocation.
- Spearheaded the successful transition of the company's payroll disbursement model from manual cash payments to a standardized bank transfer system, significantly enhancing financial transparency and operational security.
- Standardized and audited employee personnel files to ensure full compliance with Egyptian Labor Law and social insurance regulations, minimizing legal risks and ensuring audit readiness.
- Coordinated with financial institutions to streamline the account opening process for employees and resolve any disbursement discrepancies effectively.
- Maintained and updated the employee database, providing management with accurate monthly reports on labor costs and payroll variances.

From: February 2005 to September 2007

Position: Accountant

Company: International Food Industry (Cook Door).

Key Responsibilities:

- Spearheaded and digitized a monthly branch budgeting and P&L reporting system, transitioning from manual processing to an automated framework to enhance financial accuracy.
- Conducted monthly physical inventory audits and reconciled warehouse-to-branch disbursement notes against actual receipts to minimize stock variances and ensure 100% data integrity.
- Managed daily external purchase accounts and recorded product orders, ensuring precise financial entries and P&L statement preparation.
- Facilitated end-to-end payroll calculations for branch employees, integrating financial accuracy with HR compensation standards.
- Managed social insurance procedures and ensured full legal compliance in coordination with government agencies and labor offices.

From: October 2004 to February 2005

Position: Accountant

Company: Adm's-Sobh Office of Accounting and Auditing

Key Responsibilities:

- The preparation of the daily restrictions
- Recording and analysis of daily restrictions in the U.S. daily sheet.
- The preparation of the trial balance and profit and loss statements and trading.
- Prepare budgets and preparing their own analyzes.

Education

Bachelor of Commerce - Cairo University, 2004

Major: Accounting

Grade: Good

Professional HR Certifications & Specialized Training:

- Total Rewards Management Certified Professional - OD Practitioners.
- Post-Graduate Diploma in Human Resources - Cairo University
- Strategic Human Resources Planning- Knowledge
- Occupational Health, Safety & Crisis Management- NIOSH
- Leadership & Management Development - Dale Carnegie:
 - **Leadership Training for Results:** Focused on driving organizational performance and team excellence.
 - **Strategic Communication & Conflict Resolution:** Advanced training in diplomacy, tactful communication, and resolving workplace disputes.
 - **Organizational Environment & Human Relations:** Principles of winning influence and building positive workplace cultures.

Language:

- **Arabic:** Excellent
- **English:** Good

Skills:

- OD & Culture Transformation.
- Strategic Manpower Planning.
- Total Rewards Management.
- Performance & Talent Management.
- Compliance & Employee Relations.
- HR Analytics.
- Centralized HR Systems.
- Strategic Leadership.
- Diplomacy & Negotiation.
- Analytical Thinking.
- Change Management.
- Microsoft Office.