

TAREK IBRAHIM EL-SHATER

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Strategic HR Leader | Sr. HR Manager / Director | People & Culture Transformation Expert

About me

Results-driven HR professional with 16+ years of experience managing comprehensive HR functions across multinational and local organizations, including manufacturing, pharmaceutical, construction, and higher education sectors. With a strong business partner mindset, I specialize in aligning business strategies with people programs, spotting and developing talent, and creating career opportunities that drive both individual and organizational growth.

I excel in talent acquisition, performance management, employee engagement, succession planning, and organizational development. Proficient in SAP, SuccessFactors, and Odoo, I am committed to fostering inclusive, ethical work environments, ensuring strategic alignment between HR initiatives and business goals to enhance overall company performance.

Core Competencies

- HR Strategy & Transformation
- Organizational Development (OD)
- Workforce Planning & Analytics
- Talent Acquisition & Employer Branding
- Compensation & Benefits Management
- Employee Engagement & Retention
- Performance Management (SuccessFactors)
- HRIS & Digital Transformation (Odoo, SAP, SuccessFactors)
- Succession Planning & Leadership Development
- Compliance, Payroll, and Labor Relations
- HR Policies & Legal Compliance

Education

- **MBA Candidate – ISLSCA Business School** | Cairo, Egypt | Expected Completion: 2027
- **Certified HR Auditor (2019) – American University in Cairo (AUC)** | Cairo, Egypt
- **HR Diploma (2016) – American University in Cairo (AUC)** | Cairo, Egypt
- **HR Certificate (2012) – American Academy** | Cairo, Egypt
- **Bachelor of Commerce in Accounting (2007) – Cairo University** | Cairo, Egypt

Professional Experience

Human Capital Manager

EI FOR CIVIL WORKS (EICW) | Cairo, Egypt | July 2024 – Present



- **Managing all HR functions**, including OD, Compensation & Benefits, Payroll & Personnel, TA, L&D and HR digital transformation
- **Led the implementation of the Ulrich HR Business Partner Model**, restructuring the HR function into Strategic Business Partners, Centers of Expertise, and Shared Services, enhancing efficiency, accountability, and strategic alignment with business goals.
- **Led the development and implementation of comprehensive HR policies and procedures** across all company sectors, including road construction, building construction, and industrial production, ensuring consistent and effective HR management practices.
- **Designed the company's organizational structure** and created detailed job descriptions for all positions, enhancing clarity in roles and responsibilities across departments.
- **Directed development and execution of comprehensive HR policies** across Egypt and the UAE, balancing corporate identity while allowing some localization to ensure legal compliance and cultural fit.
- **Reduced employee turnover by 15%** through introducing targeted engagement programs that improved employee commitment and satisfaction.
- **Led the full design and rollout of EICW's Performance management system** based on SMART goals, behavioral competencies (core level), IDPs, and quarterly reviews, enhancing performance accountability.
- **Directed EICW's digital HR transformation**, implemented Odoo 17, built a knowledge base module, HR dashboards, and launched the LMS system for continuous learning.
- **Implemented succession planning** by identifying critical positions, talent pool, conducting skills gap analyses, and creating development and delegation plans, ensuring leadership continuity and mitigating future operational risks
- **Reorganized job structures and introduced an integrated competency framework** to align OD, succession planning, and talent pipeline growth with long-term business strategy.
- **Built and executed a strategic recruitment and onboarding plan**, reducing time-to-hire and improving post-probation retention.
- **Led modifications to payroll and personnel systems** to comply with labor laws, including reviewing salary calculations, overtime, employee and company contributions to social insurance, and income taxes
- **Co-led EICW's strategic planning with CEO/CFO, aligning HR analytics** with business goals across Egypt and the UAE.

Head of HR & Admin

Jazeera Paints – Egypt | 10th of Ramadan City, Egypt | October 2022 – July 2024



دهانات الجزيرة
Jazeera Paints

- **Oversaw all HR functions**, including payroll, talent acquisition, learning & development, organizational development (OD), and compensation & benefits, ensuring seamless operation across the department.
- **Updated and enforced HR policies and procedures**, aligning them with the objectives of each HR function to support business goals

- **Managed the HR budget**, optimized resource allocation, and reduced operational costs by 10% through strategic planning and efficiency improvements.
- **Implemented and monitored succession planning**, securing leadership continuity and fostering talent development across all critical positions of the organization. (Egypt, KSA)
- **Increased employee engagement scores by 15%** through targeted engagement initiatives and Gallup surveys. (Egypt, KSA)
- **Boosted employee engagement scores by 15%** through targeted engagement initiatives and regular employee feedback, including Gallup surveys.
- **Led the implementation of the SuccessFactors performance management system**, enhancing performance tracking and aligning employee goals with business objectives.
- **Designed, implemented, and followed up on employees' mobility programs** (Egypt, GCC region, and North Africa region)

Country Human Resources Manager

MEVAC (Middle East for Vaccines) | Heliopolis, Egypt | September 2019 – October 2022



- **Directed HR operations for headquarters and manufacturing plants**, optimizing HR processes and contributing to operational efficiency and faster talent acquisition.
- **Managed succession planning (9 grid boxes)** to ensure the sustainability of high performance and leadership development within the company.
- **Implemented the SAP Core HR system**, streamlining Personnel & payroll tasks, improving HR efficiency, and reducing operational bottlenecks
- **Led initiatives to enhance the company's Employee Value Proposition (EVP)**, resulting in a 12% increase in employee retention by strengthening the company's appeal to current and prospective employees.
- **Led HR capacity building initiatives**, developing and strengthening employee skills and competencies to enhance organizational performance and support succession planning, and business growth.
- **Followed up with personnel and payroll departments**, ensuring compliance with legal requirements and minimizing risks associated with labor law violations.

Human Capital Manager

Essel Propack Egypt | Obour City, Egypt | March 2016 – August 2019



- **Led the Human Capital Department**, redesigning policies, procedures, and systems to align with global standards and local regulations, ensuring operational excellence and compliance.
- **Implemented a competency-based performance management system**, boosting productivity by 12% through improved performance tracking and employee development.
- **enhanced employee engagement**, collaborated with Aon consulting company to enhance employee engagement, resulting in a 20% increase in engagement scores (from 55% to 75%) through targeted initiatives and feedback programs.
- **Reduced employee turnover by 10%**, enhancing employee retention through strategic engagement and development programs.
- **Managed succession planning and talent development**, ensuring a robust pipeline of future leaders to sustain organizational growth and leadership continuity.

OD Section Head

Panasonic Egypt | 6th of October City, Egypt | July 2014 – February 2016



- **Monitored and evaluated HR strategies** using key performance indicators (KPIs) to ensure alignment with business goals and improve HR effectiveness.
- **Led talent management initiatives**, including competency management, performance management, and succession planning, to develop a high-performing workforce.
- **Developed and updated a comprehensive Competency Model**, covering core, leadership, and functional competencies, ensuring consistency in employee development and performance expectations.
- **Led job analysis, job evaluation, and job description updates** for all company positions, enhancing role clarity and organizational structure.
- **Managed the implementation of a new grading system and salary structure** in collaboration with Job Master, ensuring equitable compensation and career progression frameworks.

Corporate OD Supervisor

Universal Group S.A.E | Cairo, Egypt | May 2007 – June 2014



- **Managed the organizational structure**, preparation, adoption, and continuous updating of the organizational structure, ensuring alignment with business growth and evolving operational needs.
- **Managed performance management processes** and employee evaluations, enhancing employee accountability and performance through structured assessments.
- **Optimized job design and workforce planning processes**, aligning staffing levels and roles with evolving business demands for increased efficiency.
- **Collaborated with Job Master to update the company-wide salary scale**, ensuring market competitiveness and fair compensation practices.
- **Prepared and maintained monthly HR reports**, including labor turnover, attendance, absenteeism, headcount, and corrective actions for plant operations, providing actionable insights for management.
- **Managed the preparation, adoption, and continuous updating of the organizational structure**, ensuring it aligns with business growth and operational needs.
- **Managed performance management processes and employee evaluations**, enhancing employee accountability and performance through structured assessments.
- **Optimized job design and workforce planning processes**, aligning staffing levels and roles with evolving business demands for increased efficiency.
- **Collaborated with Job Master to update the company-wide salary scale**, ensuring market competitiveness and fair compensation practices.
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Key Achievements

- **Spearheaded the development and standardization of HR policies across three industries**, streamlining operations, ensuring compliance, and enabling business scalability.
- **Drove workforce productivity and strategic alignment by implementing performance management systems**, achieving a 12% productivity increase at Essel Propack and embedding business goal alignment at Jazeera Paints.
- **Elevated talent retention and engagement by designing EVP and engagement programs**, improving engagement scores by +20% at Essel Propack and +15% at Jazeera Paints, and boosting retention by 12% at MEVAC.
- **Led the successful rollout of HRIS platforms, including Odoo, SAP, and SuccessFactors**, enhancing HR service delivery and data-driven decision-making.
- **Led strategic talent acquisition for mission-critical roles** across multiple departments, aligning hiring strategies with organizational growth and expansion objectives.
- **Mitigated compliance risks by redesigning payroll systems** in alignment with labor laws and social insurance regulations, successfully passing audits and avoiding financial penalties.
- **Implemented succession planning** by conducting a gap analysis for key positions, creating training programs, and developing clear delegation plans, reducing risks associated with key roles.

Languages

- **Arabic:** Native
- **English:** Professional Proficiency

Personal information

- **Date of Birth:** June 1st, 1983
- **Place of Birth:** Kuwait.
- **Nationality:** Egyptian
- **Military Service:** Exempted

References

Available upon request.