

**Omar Tharwat Mostafa Mohamed**

**HR Manager**

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### **Professional Profile**

Strategic and results-oriented HR Manager with over 14 years of experience across the retail, advertising, and media sectors. Expert in building HR departments from the ground up, designing custom performance appraisal systems, and managing complex payroll and benefit structures for diverse workforces. Proven track record in organizational development, policy creation, and large-scale medical insurance negotiations.

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### **Core Competencies**

- **Strategic HR:** Organizational Hierarchy Design, Job Analysis, and KPI Development.
  - **Operations:** Payroll Process Automation, Attendance Systems, and Budget Reporting.
  - **Talent Management:** Full Recruitment Lifecycle, Competency Modeling, and Training Plans.
  - **Employee Relations:** Benefits Administration (Medical), Internal Policy Design, and Corporate Events.
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### **Professional Experience**

**Carmen perfumes Dubai ( Dec 2025 – Till now )**



**HR MANAGER ( + 160 employees )**

**Carmen Perfumes one of the biggest perfumes companies in UAE , (23 branches in UAE – QATAR – OMAN )**

**THE Backoffice located in Maadi – Cairo – Egypt )**

- **RAMY TAWFIK PHARMACIES (JAN 2025 - Dec 2025 )**



- **HR MANAGER , ( +120 employees )**
- **Process Engineering:** Established a new systematic payroll revision process to ensure 100% accuracy.
- **Established a new attendance system enhancing the attendance reports**

**SUTRA (Fashion Retail) (May 2024 – Nov 2024 )**



**HR Manager** | *Present* Directly managing a team of 4 for a retail chain with 16 branches and 160+ employees.

- **Process Engineering:** Established a new systematic payroll revision process to ensure 100% accuracy.
- **Talent Acquisition:** Built the end-to-end hiring process and developed a multi-stage application form.
- **Organizational Growth:** Authored Job Descriptions (JDs) and established the KPI/Evaluation system for the entire company.
- **Benefits:** Launched and managed the company's first medical insurance benefit package for employees.

**Attractive Agency & Factory Aug 2023 – May 2024**



**HR Manager**

Overseeing HR operations for 80 employees across office (white collar) and factory (blue collar) environments.

- Managed the full HR lifecycle for a workforce specialized in advertising, decoration, and manufacturing.
- Establish a customized new performance appraisal for each position effects on the mid annual bonus ( 5 positions )

- Drafted and secured official approval for the company’s Internal policy Regulations in compliance with the Egyptian labor law

**Media Line Group** Nov 2015 – Aug 2023



**HR Section Head**

Led HR functions for a media conglomerate including Al-Nahar TV Network and 7 subsidiary agencies.

- **System Design:** Developed a proprietary performance appraisal system tailored to specific job weights and descriptions.
- **Financial Oversight:** Managed all payroll transactions and conducted detailed cost-comparison reports for senior leadership.
- **Policy Development:** Standardized internal policies, salary structures, and organizational hierarchies using mission-driven questionnaires.
- **Vendor Management:** Negotiated medical insurance contracts, managed refunds, and streamlined approval processes for the group.

**Al-Nahar TV Network** | Nov 2012 – Nov 2015



**HR Executive**

- Modernized attendance tracking by integrating manual sheets with biometric fingerprint data.
- Conducted job analysis to create a comprehensive new organizational hierarchy for the network.

**Video Cairo Sat (VCS)** | Nov 2011 – Oct 2012



**HR Executive**

Standardized HR documentation and handled annual attendance reporting.

- Served as a primary liaison and translator for the British General Manager.

## Education & Certifications

- **Master of business administration ( 2025 – in progress )**  
( The Arab Academy for management , Banking , Financial scene )  
Major : Human Resources management )
  - **Bachelor of Foreign Trade & Business Administration,**
  - Helwan University
  - Major: Foreign Trade | Class of 2009
  - **HR MINI Diploma**
  - **Workshops:** Talent Management, Payroll Preparation & Analysis, and Building Organizational Competency Models.
  - **Technical Skills:** Advanced Excel & Outlook.
  - **Languages:** Intermediate English (Level 4), British Council.
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## Skills & Interests

- **Professional Skills:** Negotiation, Presentation, and High-Pressure Performance.
- **Personal Interests:** Internet Research, Basketball, and Corporate Social Activities.