



HOSSAM HAMDY

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SUMMARY

HR professional with over 14 years of progressive experience in Human Resources Management, specializing in talent acquisition, workforce planning, performance management, and compensation & benefits. Proven ability to align HR strategies with business objectives, implement retention programs, and drive organization development. Skilled at building strong employee relations, enhancing HR policies & compliance, and leading HR teams to deliver sustainable results.

CORE COMPETENCIES

- HR Strategy & Organization Development
- Talent Acquisition & Full-cycle Recruitment
- Workforce Planning & Succession Planning
- Performance Management Systems (PMS)
- Employee Engagement & Retention Programs
- Compensation & Benefits Strategy | Payroll & Salary Surveys
- HR Policies & Labor Law Compliance
- Training, Learning & Development (L&D)
- HRIS / ERP Systems | HR Analytics

WORK EXPERIENCE

Head of Human Resources , Madar Home Signatures

Feb 2025 - Present

- Lead all HR functions including HR policies & procedures, recruitment, onboarding, performance management, compensation & benefits, employee relations, payroll, and compliance.
- Develop and enforce HR policies, SOPs, and internal regulations in full compliance with Egyptian Labor Law, ensuring fair and consistent employee treatment.
- Design and implement Performance Management System (PMS) for 250+ employees, aligning KPIs with business objectives and driving performance improvement.
- Establish structured onboarding programs that reduced first-90-day turnover by 20% and improved employee integration and productivity.
- Design compensation, incentives, and commission structures that enhanced motivation and increased employee retention by 15%.
- Lead workforce planning and succession planning to support organizational growth and leadership continuity.
- Oversee payroll, attendance, and time tracking systems, achieving 100% accuracy and compliance.
- Act as a strategic HR partner to senior management, providing manpower planning, HR analytics, and organizational development support.

Head of Talent Management, Ebdaa for Industrial Investment

Sep 2023 - Jan 2025

- Led end-to-end recruitment, filling 200+ vacancies within SLAs.
- Created training & career development programs, boosting productivity by 25%.
- Established succession planning framework for 10 leadership roles.
- Improved employee engagement through retention initiatives, reducing turnover by 12%.
- I developed and implemented HR policies, procedures, and job descriptions.
- Applied HR analytics for manpower planning and performance tracking.
- Performance Management Implementing systems and processes for evaluating employee performance and providing feedback.
- Conducting salary surveys and market research Staying up-to-date on industry trends and ensuring compensation remains competitive.

HR Manager, Furniture of Egypt

Aug 2020 - Sep 2023

- Managed payroll & compensation packages for 300+ employees.
- Led end-to-end recruitment, filling 100+ vacancies within SLAs.
- Conducted salary surveys to maintain market competitiveness.
- Enhanced performance management system, improving satisfaction by 18%.
- Contributed to HR strategies aligning workforce with business goals.
- Delivered training and employee development programs.

HR Manager, Kabbani Furniture

Aug 2016 - Jul 2020

- Developed & executed compensation and benefits strategy.
- Managed HR budgets and optimized resource allocation.
- Implemented HR policies & compliance frameworks ensuring fairness.
- Conducted job evaluation and maintained equitable pay structures.
- Oversaw payroll administration, ensuring accuracy and timeliness.
- Led end-to-end recruitment, filling 500+ vacancies within SLAs.

HR Generalist, Kabbani Furniture

Mar 2013 - Aug 2016

- Supported full-cycle recruitment and onboarding processes.
- Assisted in payroll & benefits administration.
- Coordinated performance evaluations and identified training needs.
- Strengthened employee relations, resolving grievances and conflicts.

HR Generalist, United for Developed Industries

Aug 2011 - Feb 2013

- Managed employee records and personnel files.
- Supported recruitment, hiring, and transfers.
- Processed payroll and HR compliance documentation.

Call Center Agent, Etisalat Egypt

Aug 2009 - Jul 2011

- Handled customer inquiries and resolved complaints.
- Delivered customer service excellence with escalation management.

EDUCATION

Bachelor of Laws (2009)

- Cairo University

Advanced HR Diploma – Strategic Level (2023)

- Accredited by HRCI, SHRM | Grade: Excellent

HR Diploma – Operational Level (2022)

- Accredited by HRCI, SHRM | Grade: Excellent

TRAINING & CERTIFICATIONS

- Mini MBA
- Advanced Management & Leadership
- HR Planning
- Employee Relations
- Organizational Behavior
- S&OP (Sales & Operations Planning)

ADDITIONAL INFORMATION

- **Computer Skills:** Microsoft Office, ERP Systems, HRIS, Windows/Linux, Internet research.
- **Languages:** Arabic (Native), English (Very Good).