

Diaa El Sayed Mohamed ElDeeb

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Nationality: Egyptian

Address: Nasr City, Cairo, Egypt.

Professional Summary

Strategic and results-driven HR Manager with over 10 years of progressive experience across Egypt and Libya in the construction, manufacturing, and service industries. Demonstrated success in Business Partnering, HR Strategy, and Organizational Development, partnering with business leaders to align HR initiatives with company goals and drive sustainable growth.

Skilled in Talent Acquisition, Workforce Planning, Performance Management, Succession Planning, and Employee Engagement, with a proven ability to foster high-performance and compliant work environments. Recognized for a disciplined yet flexible leadership style that supports change management, enhances productivity, and boosts employee satisfaction. Adept at developing HR policies, leading teams, managing budgets, and using HR metrics to deliver measurable results and strengthen organizational capability

PROFESSIONAL EXPERIENCE

Title: HR Manager.

Duration: From December 2024 till now.

Company: Organi Group – Abnaa Sina Construction Company.

Head count: 1500 Employees.

Main duties and responsibilities:

- Ensure the filing and HR documentation system is fully updated, well-organized, and aligned with operational requirements while maintaining accuracy and confidentiality.
- Oversee the end-to-end employee lifecycle, including recruitment, selection, offer management, hiring procedures, onboarding, and probation follow-up.
- Draft, issue, and manage all employment contracts in full compliance with applicable labor laws and company policies, ensuring clarity of terms, entitlements, and separation procedures.
- Lead, supervise, and build the capacity of the HR team through continuous coaching, performance monitoring, and structured training plans.
- Ensure the HR department operates cohesively by promoting effective communication, cooperation, and workflow alignment across all HR functions.
- Maintain accurate HR data, ensure timely updates, and oversee regular audits to guarantee data integrity and compliance.
- Establish, monitor, and enforce working hours and attendance policies in alignment with local labor laws, including rest periods and overtime compensation.
- Oversee payroll accuracy by reviewing attendance, leave records, and employee changes before submitting finalized payroll to the finance department.
- Collaborate with the finance team to ensure timely and accurate payroll processing, including bonuses, allowances, incentives, and benefits.
- Support annual salary review cycles, conduct market comparisons, and contribute to the development of competitive salary structures.

- Ensure full compliance with labor laws regarding wages, overtime, employee entitlements, and employment practices.
- Act as the focal point for employee benefits, ensuring proper enrollment and submission of all required reports.
- Promote transparent communication, handle employee relations cases, mediate conflicts, and conduct formal internal investigations when necessary.
- Ensure consistency and fairness across all HR practices while maintaining strict adherence to labor laws and internal regulations.
- Design, implement, and manage the organization's performance appraisal framework.
- Work with department leaders to set, monitor, and track KPIs at both individual and departmental levels.
- Train managers on performance evaluation methods, feedback delivery, career growth discussions, and objective-setting techniques.
- Conduct organizational training needs assessments to identify skill gaps and areas for workforce development.
- Plan, design, and facilitate (or outsource) training programs covering onboarding, technical skills, soft skills, and leadership development.
- Handle workforce planning activities including manpower forecasting, headcount budgeting, and resource allocation.
- Lead HR policy development and updates to ensure alignment with organizational goals and regulatory requirements.
- Oversee disciplinary procedures, ensure fair case handling, and guide managers on formal corrective action processes.
- Develop and monitor HR KPIs and dashboards to track key HR metrics such as turnover, hiring performance, absenteeism, and employee engagement.
- Lead internal HR projects focused on process improvement, automation, and operational excellence.
- Support organizational development initiatives including structure reviews, job design, and succession planning.
- Perform additional HR duties as needed to support overall business and operational priorities.

Title: Senior Human Resources Business Partner

Duration: From June 2023 till December 2024

Company: LEONI Wiring Systems Automotive Sector

Head count: 4000 Employees

Main duties and responsibilities:

- Oversaw all HR functions including recruitment, employee relations, performance management, training & development, compliance, and HR operations to ensure a high-performance work environment.
- Partnered with senior leadership and department heads to align HR strategies, policies, and initiatives with overall business objectives.
- Led the full performance management cycle including goal setting, performance reviews, competency assessments, and development plans, while coaching managers on feedback, leadership, and career growth.
- Managed complex employee relations issues, conducted investigations, resolved conflicts, and provided guidance on disciplinary actions in accordance with company policies and labor regulations.
- Developed and executed employee engagement, retention, and well-being initiatives to improve employee experience and organizational culture.

- Designed and implemented innovative talent acquisition and sourcing strategies to build strong talent pipelines across all job levels and functions.
- Managed end-to-end recruitment processes including manpower planning, job posting, sourcing, interviewing, selection, offers, and onboarding programs.
- Supported organizational development initiatives including workforce planning, succession planning, restructuring, and capability building to ensure future talent readiness.
- Designed and delivered training programs, leadership coaching sessions, and professional development initiatives to enhance employee skills and performance.
- Collaborated with finance and HR specialists on payroll administration, compensation projects, benefits management, and reward programs to ensure accuracy and internal equity.
- Strengthened employer branding initiatives to attract high-quality talent and improve market positioning as an employer of choice.
- Leveraged HR analytics, KPIs, and recruitment metrics (time-to-fill, cost-per-hire, turnover rate) to support data-driven decision-making and drive continuous improvement.
- Ensured compliance with HR policies, procedures, organizational standards, and applicable labor law requirements.
- Utilized HRIS and ATS systems (e.g., Workday, SAP) along with Microsoft Office tools to streamline HR processes, reporting, and data accuracy.
- Supported cross-functional HR projects and business-specific initiatives within fast-paced and dynamic environments.

Title: Human Resource Business Partner

Duration: From September 2020 till June 2023.

Company: ELSoadaa Group for Construction

Head count: 2000 Employees

Main duties and responsibilities:

- Serve as the primary liaison between project leadership and HR functions to align business priorities with HR strategies in staffing, organizational design, performance management, and talent development, ensuring 100% alignment with site goals.
- Meet regularly with project leaders and department heads to discuss HR initiatives, gather feedback, and resolve workforce challenges, improving communication efficiency by 35%.
- Lead workforce planning, organizational design, and performance management in collaboration with the HRBP Manager, achieving 15% improvement in resource utilization and reducing turnover by 10%.
- Advise managers on promotions, succession planning, and career progression, ensuring fair implementation of policies and maintaining zero grievances related to advancement decisions.
- Manage the full employee life cycle at the site — including onboarding, orientation, probation evaluation, and exit interviews — ensuring a seamless onboarding experience (95% satisfaction rate) and data-driven offboarding analysis.
- Audit and validate payroll cycles in coordination with site administration and HQ, ensuring 100% accuracy and compliance with financial and HR controls.
- Enhance employee relations and HR programs by developing and implementing policies and engagement practices, resulting in a 20% improvement in employee satisfaction (survey-based).
- Provide HR policy guidance and interpretation to managers and employees, ensuring consistent understanding and adherence to company standards and local labor laws.
- Manage and resolve complex employee relations issues, reducing formal disciplinary cases by 25% through proactive coaching and mediation.

- Oversee the talent acquisition process from sourcing to onboarding, filling 100% of open positions within target timelines and improving candidate quality through structured interviews.
- Support and implement HR strategies aligned with corporate business plans, contributing to a 10–15% increase in workforce engagement and organizational performance.

Title: HR Generalist

Duration: From July 2019 till September 2020.

Company: Union for Metal.

Head count: 2000 Employees

Main duties and responsibilities:

- Partnered with hiring managers to assess staffing needs and develop recruitment strategies, successfully reducing time-to-hire by 25% and improving candidate quality.
- Screened and shortlisted resumes, conducting over 200 phone and in-person interviews annually across technical and administrative positions.
- Administered candidate assessments and conducted reference and background checks, ensuring 100% compliance with company and legal standards.
- Coordinated end-to-end recruitment cycles, including scheduling interviews, candidate communication, and offer management, achieving 90% acceptance rate among selected candidates.
- Delivered clear employer branding messages and benefit communication, improving candidate engagement and offer acceptance by 15%.
- Maintained up-to-date knowledge of organization structure, HR policies, and Egyptian labor law, ensuring legal compliance across all hiring and HR practices.
- Built partnerships with external agencies, universities, and professional associations, expanding talent pipelines by 30% within one year.
- Generated and analyzed recruitment and turnover reports, providing data-driven insights for workforce planning and retention strategies.
- Conducted exit interviews and prepared trend analyses, identifying key reasons for turnover and recommending actions that reduced voluntary attrition by 10%.
- Administered compensation and benefits programs, ensuring accurate payroll and benefits delivery for 100+ employees.
- Supported the implementation of HR policies and procedures, driving 100% policy awareness among staff through training and communication sessions.
- Assisted in performance management cycles, coordinating evaluations and follow-ups to enhance accountability and feedback culture.
- Maintained digital and physical employee records, achieving zero data discrepancies during internal HR audits.
- Improved employee satisfaction by launching engagement activities, benefits enhancements, and team-building events that boosted morale scores by 18%.

EMPLOYMENT RECORD

Position: HR Generalist

Company: Rasco Food

Duration: From From June 2017 till July 2019.

Position: Senior sales

Company: Vodafone Egypt

Duration: From Dec 2014 till April 2017.

Position: Senior Sales

Company: Samsung Egypt

Duration: From Mar 2013 till Dec 2014.

Position: Sales agent

Company: Hyber One

Duration: From 2012 till Mar 2013.

EDUCATION & PROFESSIONAL CREDENTIALS

Bachelor of Commerce - Ain Shams University Accounting Department Arabic section (2013)

CERTIFICATES & COURSES:

- SPHRI – High performance Academy (HPA) – 44 H
- HR Diploma – HR Passport – 40 H
- HR Certificate – leaders – 36 H
 - Recruitment & Selection
 - Training & Development
 - Personnel Management
 - Compensation & Benefits
 - Organization Behavior (OB)
 - Performance Management
- Personnel & Labor Law Workshop – Leaders – 20 H

SKILLS AND COMPETENCIES:

Language Skills:

- Arabic mother tongue.
- English very good writing and reading.

SKILLS AND COMPETENCIES:

- Excellent verbal and written communication skills & leadership Skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills, attention to detail & Time Management.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

HR COMPETENCIES:

HR Strategy & Business Partnering | Workforce Planning | Organizational Development | Talent Acquisition & Succession Planning | Performance Management | Compensation & Benefits | Employee Relations | Labor Law Compliance | HRIS (SAP) | Learning & Development | Employee Engagement | Diversity & Inclusion | Change Management | HR Analytics | Leadership Development

ADDITIONAL PERSONAL INFORMATION:

Date of Birth: 31-10-1992
Military Status: Exempted

Marital Status: Married
Religion: Muslim