

MOSTAFA EZZAT ABDEL LATIF

Strategic Human Resources Manager  
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## PROFESSIONAL SUMMARY

Strategic Human Resources Manager with over 20 years of progressive experience across healthcare, manufacturing, and F&B industries. Proven expertise in leading full HR lifecycle functions including organizational development, compensation & benefits, payroll, talent acquisition, employee relations, and workforce planning.

Experienced in managing HR operations within multi-site environments, with full responsibility for three manufacturing plants within EGMed Group's medical manufacturing operations since 2014. Also held delegated HR authority over a sister company operating in a different manufacturing sector.

Strong background in salary benchmarking and compensation analysis through participation in Hay Group and Mercer surveys. Skilled in aligning HR strategies with business objectives to improve operational efficiency, employee engagement, and organizational performance.

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## CORE COMPETENCIES

- \* Strategic Human Resources Management
  - \* HR Business Partnering
  - \* Organizational Development
  - \* Compensation & Benefits Strategy
  - \* Salary Benchmarking (Hay Group & Mercer)
  - \* Talent Acquisition & Workforce Planning
  - \* Payroll & Personnel Management
  - \* Employee Relations & Labor Law Compliance
  - \* Performance Management Systems
  - \* HR Policies & Governance
  - \* Medical Manufacturing HR Operations
  - \* HR Analytics & KPI Reporting
  - \* Employee Engagement & Retention
  - \* Change Management
  - \* Training & Development
  - \* HR Digital Transformation
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## PROFESSIONAL EXPERIENCE

### HR Manager | EGMED

Cairo, Egypt | January 2014 – Present

- \* Lead all HR functions in alignment with business strategy and organizational objectives.
- \* Manage recruitment, payroll, compensation & benefits, and personnel administration.
- \* Hold full HR responsibility for three manufacturing plants within EGMED Group's medical manufacturing operations since 2014.
- \* Develop workforce planning, succession planning, and organizational restructuring initiatives.
- \* Conduct salary benchmarking and participate in international compensation surveys (Hay Group & Mercer).
- \* Monitor HR KPIs and deliver management reporting to support decision-making.
- \* Lead employee engagement and organizational development initiatives.
- \* Ensure compliance with Egyptian labor law and social insurance regulations.
- \* Drive HR digital transformation using systems such as Right HR, HITS HR, and ZenHR.

#### Key Achievements:

- \* Designed sales incentive schemes improving productivity and performance.
- \* Developed "Speed Program" to reduce stock aging and improve inventory turnover.
- \* Achieved ~10% cost savings in employee benefits through vendor negotiation and benchmarking.
- \* Established interdepartmental KPIs improving workflow efficiency and accountability.
- \* Implemented Assessment Centers for fair and competency-based promotion decisions.

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### HR Manager – F&B | Coppermelt Company (Sister Company of EGMED Group)

Cairo, Egypt | January 2018 – December 2021

- \* Served as HR Manager under official delegated HR authority from top management.
- \* Managed full HR operations for Coppermelt while coordinating with EGMED Group HR and administration teams.
- \* Oversaw workforce planning and HR operations across a separate manufacturing entity within the group structure.
- \* Led recruitment, payroll, personnel administration, employee relations, and performance management.
- \* Managed disciplinary cases, investigations, and employee relations matters.
- \* Ensured compliance with labor law and internal corporate policies.

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### HR Supervisor | EGMED

January 2011 – December 2013

- \* Supervised payroll, compensation, and benefits administration.
- \* Managed medical and life insurance programs and vendors.
- \* Prepared HR reports and management presentations.
- \* Handled personnel operations including contracts, attendance, and leave management.

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## HR Officer | EGMED

July 2007 – December 2010

- \* Managed payroll processing, incentives, and settlements.
- \* Administered social insurance and employee benefits.
- \* Supported HR system implementation and process improvements.
- \* Maintained employee records and HR documentation.

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## Personnel & Payroll Specialist | Premier Services & Recruitment

June 2004 – July 2007

- \* Managed payroll operations, employee contracts, and personnel files.
- \* Handled tax and social insurance procedures.
- \* Supported employee relations and HR compliance activities.

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## Early Career Experience

2003 – 2004

- \* Assisted in HR administration, payroll processing, and employee records management.

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## EDUCATION

- \* Bachelor of Commerce – Accounting Major  
Cairo University – 2003
- \* Master of Business Administration (MBA)  
Arab Academy for Science, Technology & Maritime Transport

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## PROFESSIONAL CERTIFICATIONS & TRAINING

- \* HR Diploma – Canadian Chamber of Commerce (2021)
- \* Compensation & Benefits – Hay Group
- \* Assessor Training – CEB
- \* Compensation Management – HR Kaizen
- \* PHRP – EHRMA
- \* POLCA Leadership Program
- \* Lead by Personality Program – EGMED
- \* Supervisor Skills – IMI
- \* Advanced Excel – YAT
- \* Labor Law, Tax & Social Insurance Workshops
- \* Time Management – American Chamber

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## TECHNICAL SKILLS

- \* HITS HR System
- \* ZenHR
- \* Microsoft Office Suite (Excel, Word, PowerPoint)
- \* HR Analytics & Reporting
- \* Payroll & Personnel Systems
- \* Compensation Benchmarking Tools

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## LANGUAGES

- \* Arabic: Native
- \* English: Very Good

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## PERSONAL INFORMATION

- \* Nationality: Egyptian
- \* Marital Status: Married
- \* Military Status: Exempted
- \* Date of Birth: 2 December 1981