

# SHERIF EZZAT

Experienced HR Manager with over 10 years in senior HR roles, specializing in the construction and manufacturing sectors. Proven expertise in developing and implementing HR strategies, policies, and structures across Egypt and Saudi Arabia. Strong background in organizational development, compensation, and employee relations. Committed to creating a positive work environment that fosters growth, compliance, and efficiency, with a focus on daily operations in factories and project sites. Skilled in workforce planning, performance management, and regulatory compliance in multi-regional settings.



## PERSONAL

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## INTERESTS

- Reading, Swimming, Football.



## WORK EXPERIENCE

Jul 2024 - Present

### Group Human Resources & Admin Manager Alunile, Egypt, Saudi Arabia

- Policy and Regulatory Compliance.**
  - Develop, implement, and enforce HR policies, procedures, and regulatory guidelines across both Egypt and Saudi Arabia to ensure consistency and compliance with local labor laws.
  - Regularly update policies to align with legal requirements and best practices in the construction and manufacturing industries.
- Organizational Structure and Workforce Planning.**
  - Design and maintain a clear organizational structure that aligns with the company's strategic objectives.
  - Establish and manage job grading and career path frameworks to support employee growth and succession planning.
- Compensation and Benefits.**
  - Develop and oversee competitive compensation structures, including salary scales, bonuses, and benefits, to attract and retain talent.
  - Regularly assess and update benefits packages to ensure competitiveness and compliance with regional standards in Egypt and Saudi Arabia.
- Job Descriptions and Role Definition.**
  - Create and maintain comprehensive job descriptions for all roles across administrative, factory, and project-based positions.
  - Ensure clarity in job responsibilities, required competencies, and performance expectations for each role.
- Employee Training and Development.**
  - Design and implement training and development programs tailored to the needs of employees in both regions.
  - Identify key skills gaps and manage career development programs, coaching, and mentorship initiatives to enhance workforce capabilities.
- Recruitment and Talent Acquisition.**
  - Lead talent acquisition strategies to source, attract, and recruit high-quality candidates for various positions in Egypt and Saudi Arabia.
  - Oversee recruitment processes, including workforce planning, selection, onboarding, and cultural assimilation.
- Performance Management.**
  - Develop and implement performance management systems, including goal setting, performance evaluations, and feedback mechanisms.
  - Guide line managers on best practices for performance improvement, employee engagement, and conflict resolution.
- Employee Relations and Engagement.**
  - Foster a positive work environment by implementing employee engagement programs and addressing workplace concerns effectively.
  - Manage employee grievances and disciplinary processes in a fair, transparent manner, while adhering to local regulations.
- HR Reporting and Analytics.**
  - Prepare and present HR reports, including turnover rates, employee satisfaction, training effectiveness, and HR metrics.
  - Use data-driven insights to make informed decisions and drive continuous

improvement across HR functions.

10. Daily Operations Management.

- Oversee daily HR operations and workflows within the factory and project sites, ensuring that all HR activities align with company policies and operational goals.

- Monitor day-to-day HR challenges and support management in promptly addressing workforce-related issues within operational environments.

Jul 2017 - Jul 2024

### **Human Resources & Admin Manager**

Alunile, Cairo, Egypt

Jul 2014 - Jun 2017

### **Human Resources & Admin Manager**

Orascom Construction (OC), Cairo, Egypt

\*Organizational Structure:

1. Updating Organization Structures to match with the new trends in HR.
2. Modified the organization hierarchy to adapt to the current circumstances and future challenges in order to achieve our company goals and objectives.

3. Phrased and distributed HR Manual (policies, procedures and Code of Ethics) to be applied within the company plus monitoring its Applications.

\*Recruitment:

1. Filling out vacant positions needed for accelerating business productivity and efficiency.

2. New hiring policy has been developed in order to put the right person in the right place in addition to interviews build on the competencies for Each \position.

3. Conducting Assessment Reports.

4. Conducting Exit interviews to focus on the problems and to try to prevent turnover.

Job Descriptions :

Creating professional, sophisticated Real NEW Job descriptions matching with the exact tasks of the Employees.

(Reaching to the minimum levels in the organization chart).

\*Compensation & Benefits:

1. Job Evaluation systems

2. Created New Grading system.

3. Performance - Based Incentive schemes

4. Sales Bonus Schemes based on Achievements

5. Key Cash allowances & Non Cash Benefits

6. Mobile Lines Plan

7. Created Retention and Pension Plane.

8. Conducting Salary Surveys.

\*Payroll and Personnel :

1. Ensured the effective management of payroll process in compliance with legal obligations, labor legislation and the market.

2. Devised, developed and implemented HR policy, procedures, discipline, and internal regulations.

3. Improved the HR/Personnel services by re-organizing, directing and coaching the HRD individuals.

4. Revised employee's files, data,

\*Training and Development :

1. Designed and implemented a training strategy.



## **EDUCATION AND QUALIFICATIONS**

Sep 2005 - Jun 2009

### **Bachelor Tourism**

Future Academy, Cairo, Egypt



## SKILLS

Strategic HR Planning & Policy Development	★ ★ ★ ★ ★
Compensation & Benefits Structuring	★ ★ ★ ★ ★
Performance Management & Employee Relations	★ ★ ★ ★ ★
Recruitment & Talent Acquisition	★ ★ ★ ★ ★
HR Reporting & Analytics	★ ★ ★ ★ ★
Strong Analytical & Communication Skills	★ ★ ★ ★ ★
HR Operation Management	★ ★ ★ ★ ★