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## EDUCATION

MINI MBA / HUMAN RESOURCE  
MANAGEMENT  
HRIC (*HR Certification Institute*)  
2007

LICENSE OF ALSUN  
(Major: German/ Minor: English)  
Ain shams University  
2006

MANAGEMENT DIPLOMA  
IMB / 2007  
Digital Marketing Diploma 2024  
Talent Management Certified 2024

## TRAININGS

### SALARY STRUCTURE

Top Business, 2015

### LABOR LAW, AMCHAM

(AMERICAN CHAMBER), 2012

HUMAN RESOURCES, IFC, 2007

### MANAGEMENT DIPLOMA AT IBM

(Business Writing, Communication  
Skills, Problem Solving, Effective  
Presentation Skills, Customer Service,  
Basic Sales, Marketing Skills), 2006

### ACCOUNTING COURSE, Parity

Education Center, 2006

### PUBLIC RELATIONS EXPERIENCE,

Petrograss Company, 2005-2006

### ENGLISH CONVERSATION

COURSE, IBM, 2005

# DIANA AL SAWY ABDUL HAFIEZ

## HUMAN RESOURCES MANAGER

## SUMMARY

Dedicated and accomplished HR leader with 10+ years of experience in HR strategy, policy development, and talent management. Seeking a challenging role in the market to optimize HR processes, enhance recruitment, and drive employee engagement. Proven track record aligning HR with business goals and ensuring compliance. Committed to fostering a positive workplace culture for organisational excellence.

## EXPERIENCE

### Head of HR / CIVIL AVIATION FINANCE HOLDING COMPANY

*Ministry of Civil Aviation, Airport Road / 2022 – Present*

*As the HR Manager at Civil Aviation Finance Holding Company, led strategic workforce planning, improved HR processes, and boosted employee engagement.*

- Lead strategic workforce planning to align with business goals.
- Enhanced HR policies and procedures for efficiency.
- Captured the employee journey by enhancing onboarding processes and implementing feedback mechanisms for continuous engagement.
- Developed and executed strategic employee engagement programs, recognizing performance achievements and fostering a culture of appreciation.
- Led initiatives for diversity and inclusion, collaborating with cross-functional teams to ensure representation and engagement across all levels.

### HR Manager / CIVIL AVIATION FINANCE HOLDING COMPANY

*Ministry of Civil Aviation, Airport Road / 2015 - 2022*

*As HR Section Head, managed all HR activities, optimised recruitment processes, and aligned HR strategies with the company's long-term business goals.*

- Managed HR activities, while ensuring CIAF Holding policy compliance.
- Optimised recruitment processes, job analyses, and salary structures.
- Led hiring, promotions, transfers, and employee development.
- Developed and executed a strategic People Agenda.
- Communicated and implemented HR plans for business growth.
- Collaborated on a people plan for a strong organisational culture. Optimized recruitment and onboarding processes, ensuring a smooth transition for new employees and enhancing their initial experiences. Developed culture programs that aligned with business objectives, facilitating a strong organizational culture and improved employee satisfaction.

### SENIOR HR SPECIALIST / EGYPT AIR MAINTENANCE AND ENGINEERING

*Airport Road, Cairo, Egypt / 2012 - 2014*

*As a Senior Human Resources Specialist, contributed expertise in HR consulting, policy development, and performance management to align the workforce with company objectives.*

- Provided HR consulting for staff training, KPIs, and mission-vision alignment.
- Established comprehensive HR policies and procedures.
- Conducted job analysis with department managers.
- Implemented new performance appraisal protocols.
- Rolled out performance reviews and promotions.
- Managed HRIS and Time Management Systems.
- Led employee training and career succession planning.
- Generated HR-statistics-based reports and presentations for senior management.

## SKILLS

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- HRIS Management
- Database Management
- HR Policy Development
- Recruitment
- Business Development
- Culture Development
- Training & Development
- Leadership
- Communication
- Problem-Solving
- Adaptability
- Teamwork
- Employee Engagement & Experience Time Management
- Diversity & Inclusion
- Emotional Intelligence
- Talent Acquisition
- Business Writing
- Event Management
- Performance Management
- Team Management

## LANGUAGES

- Arabic - Fluency
- English - Fluency

## HR SPECIALIST / CIVIL AVIATION FINANCE HOLDING COMPANY

*Airport Road, Cairo, Egypt / 2011 - 2012*

*As a Human Resources Specialist, responsible for overseeing the maintenance of filing systems, policy development, and coordination with government authorities to address HR-related matters, while ensuring alignment with company policies and contributing to efficient HR processes.*

- Maintained HR department files, simplifying processes for employment verification and contracts.
- Developed and updated tailored HR policies and procedures.
- Collaborated on annual job description updates and performance appraisals.
- Assisted in drafting job offers and building candidate pools.
- Facilitated HR policy implementation and contributed to training plans.
- Conducted salary analyses for competitive compensation.
- Managed employee separation documents for smooth transitions.

## OTHER EXPERIENCES

### HR COORDINATOR / CIVIL AVIATION FINANCE HOLDING COMPANY

*Ministry of Civil Aviation / 2010 - 2011*

### HR EXECUTIVE / MOBILIL

2007-2010

## ACHIEVEMENTS

- Improved employee performance by 25% through targeted training.
- Achieved 90% first-year employee retention in onboarding.
- Collaborated on a training programme for 70 employees, improving retention by 60%.
- Set the Right KPIs for 100 employees at CIAF Consulting (Net profit margins at 20% for the year).

## PROJECT

### Project 1: CIAF Leasing Company

#### Objective: Streamlining Recruitment and Selection

- Optimised recruitment and selection processes for top talent.
- Implemented innovative sourcing strategies.
- Enhanced candidate assessment methods.
- Leveraged technology for efficient applicant tracking.

#### Objective: Talent Development and Succession Planning

- Strengthened employee development programs.
- Established a robust succession planning framework.
- Identified key positions and competency gaps.
- Implemented targeted training and development initiatives.

### Project 2: Egypt Air

#### Objective: Performance Management Enhancement

- Updated performance management system.
- Promoted a culture of continuous feedback.
- Aligned individual goals with organisational objectives.
- Implemented performance appraisal tool and training.

### Project 3: CIAF Medical

#### Objective: Setting Key Performance Indicators (KPIs)

- Crucial step in measuring and evaluating performance.
- Facilitates informed decision-making.
- Drives progress towards strategic objectives