

Mostafa Mahmoud Moselhi

Summary

An entrepreneurial, innovative HR Manager with extensive experience in directing and enhancing implementation projects, global strategic initiatives and HR operations, Skilled in diverse areas including HR Management and Consultancy, Talent and Performance Management, Learning and Development, and Succession Planning. Collaborative communicator continually focused on leading HR specialists in line with operational requirements. Committed to promoting synergy across business lines to drive positive change via the implementation of HR solutions, staff development initiatives and process improvements, with a successful track record in the translation of business vision into HR initiatives that add value and improve performance.

Experience

Senior HR Business Partner – 08/2025 till Now

Marico For Consumer Care, Sadat City

Leading HR team for all HR matters across the company from recruitment to performance reviews, wage reviews, disciplinary action, and learning and development.

Job duties:

- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Training, counseling, and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary, and termination procedures.
- Maintaining employee and workplace privacy.
- Experience in human resources or related field.
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes, and workplace investigations.
- Experience in following and maintaining workplace privacy.
- Ability to give presentations.
- Knowledge of relevant health and safety laws.
- Experience using computers for a variety of tasks.



Contact

Address:

Saad Salman Street from Talaat Harb – Shibin El Kowm - Menofia

Mobile:

+2 01080500081

mostafa.moselhi@hotmail.com

[linkedin.com/in/mostafa-moselhi-44155357/](https://www.linkedin.com/in/mostafa-moselhi-44155357/)

Education:

- MBA – Global Management - ESLSCA University Class 2021.
- Bachelor of Commerce - Accounting Department - Menoufia University - Class 2007.
-

HR Manager – 11/2022 till 08/2025

Cellupaper for Industry CPI, Sadat City, and Mohandsin

Provided management and support to the HR Assistant, and worked closely with Recruitment Team, responsible for employing 200 staff; reporting to the CEO.

Key Responsibilities:

- Develop Function's Annual operating plan in line with SC Plan.
- Identify gaps between current organizational capabilities, required competencies and skills, and the future objectives of the organization
- Lead team to drive the HR agenda in the following areas: talent management, talent acquisition, total rewards, employee relations, employee training and leadership development, employee engagement, change management and process improvement
- Partner with business leaders to develop strategic workforce/manpower plans and to contribute to business strategy development/key business decisions
- Develops and aligns a "people strategy" that enables the attainment of business objectives on the short and long term
- Oversee the performance management, organizational development and compensation processes, programs, and training
- Manage specific projects as determined in the organization's annual HR strategic planning process.

HR Business Partner - 10/2021 to 10/2022

Agthia Group, Sadat, and Sheraton

Job Summary:

responsible for aligning business objectives with employees and management in designated business units.

Formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization.

Duties/Responsibilities:

- Conducts weekly meetings with respective business units.
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs, and policies.
 - Manages and resolves complex employee relations issues.
- Conducts effective, thorough, and objective investigations.
 - Maintains in-depth knowledge of legal requirements related to day to-day management of employees,
 - Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
 - Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
 - Provides HR policy guidance and interpretation.
 - Develops contract terms for new hires, promotions, and transfers.
 - Assists international employees with expatriate assignments and related HR matters.
 - Provides guidance and input on business unit restructures, workforce planning and succession planning.
 - Identifies training needs for business units and individual executive coaching needs.
 - Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
 - Performs other related duties as assigned.

Computer Skills

- Good knowledge of "SAP" R/3 System – Marico Egypt.

- Microsoft Dynamics– Uni Group Egypt.

- Excellent command of Microsoft office (Excel, Word, Power Point, etc.)

- Excellent knowledge of readymade programs

Certifications

- ISO 9001 Lead Auditor - Certification. (SGS)
- Advanced Excel. (HPA)
- Plant transition project. (Marico)

HR Manager - 12/2020 to 10/2021

Uni Group for trading, Sheraton, Cairo Egypt

1. Oversaw all hiring processes and procedures from start-to-finish - interviewing, recruiting, and onboarding of all new staff.
2. Maintained professional relationships with employment agencies.
3. Created seminars and presentations; participated in weekly meetings with executives.
4. Collaborated with the Marketing Department and managed all social media accounts.
5. Developed new policies which increased productivity and automation across the HR Department.
6. Managing all areas of employee relations and worked on a new and more efficient attendance incentive system.
7. Developing reward programs and significantly improved employee healthcare benefits package.
8. Train and educated new staff; restructured the whole HR department in order to make it more productive.

HR Business Partner - 07/2016 to 11/2020

Marico for Consumer Products, Salhia&Sadat Cities (HO Sheraton)

Talent Acquisition –

1. Hire talented candidate, 2. Identify the Competencies required, 3. Identify the source for hiring, 4. Interview the candidate, 5. Coordinate the interview with the respective department and if selected, complete the documentation.
2. **HR Operations** - 1. Induction formalities. 2. Handling Employee Database (Both in Soft Form and Files Management) 3. Leaves and Attendance Management 4. Handling the Compensations and benefits 5. Update HR policies. 6. Performance Appraisals and Performance Management 7. Exit-Interviews 8. Full and Final Settlement
3. **Development** - 1. Create and update Org Chart. 2. Get annual salary survey and update the salary structure yearly. 3. Develop and update training process and programs. 4. motivate the employees on day-to-day basis.

Projects and achievement – Factory consolidation from Salhia City to

Sadat City in 40 Days (Transfer Machines, New Hiring Staff and

Technician, Transfer Selected members from Salhia to Sadat,

Compensate other members)

Skills

- **Communications.**
- **Employee Training.**
- **Employee Benefits Design.**
- **Labor and Employment Law.**
- **Employee Engagement.**
- **HR Policies.**
- **Recruiting.**
- **Organizational Development.**
- **Budgeting.**

HR supervisor - 09/2014 to 06/2016

Uni-Group for trading, Sheraton, Cairo

Responsibilities:

Leading Recruiting Activities

Coordinate all stages of the hiring process, including posting job openings, reviewing and screening applications, conducting interviews, and on boarding new employees. Oversee background checks and drug screens while ensuring compliance with local employment laws.

Manage Employee Relations

Address employee conflicts and complete investigations as required. work with management to administer employee discipline or corrective action when needed. also assess employee engagement and retention, and actively work to identify, analyze, and improve any problematic areas.

Plan and Hold Training Events

Design and implement training and development programs for hourly and salaried employees. This includes using their extensive knowledge of policies short-term disability, and long-term disability to teach employees about their workers' rights.

Manage Payroll

Ensure that employees have a systematic method for reporting work hours. make certain that payroll taxes are paid in a timely fashion and manage miscellaneous payroll.

Prepare for Audits

Help other management team members prepare for audits, and other required documents are completed and properly filed, among other tasks.

HR Specialist - 01/2008 to 08/2014

Ideal Standard Egypt, 10th of Ramadan City

Job duties:

- Responsible for recruiting staff for vacant or needed vacancies.
- Responsible for candidate's filtration & selection after thorough examinations & interviewing.
- Responsible for maintaining & updating company's organization charts.
- Update needed job descriptions for current / new jobs.
- Maintain clear strategies for succession planning process.
- Review career development plans that ensure that all employees receive suitable training, regular feedback and coaching to enhance their performance.
- Handle employees' internal transfers studies within company departments.

Hobbies

- Automotive news.
- Traveling.
- Photography.
- Puzzles.