

Mohamed Osama

Head of Human Resources Group

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Cairo ,Egypt

PROFESSIONAL SUMMARY

A dynamic Human Resources Leader with over 13 years of experience in delivering strategic HR solutions that align with business objectives and drive organizational success. Skilled in talent acquisition, employee development, and performance management, with a strong track record of enhancing workforce efficiency and retention. Expert in navigating complex employee relations, ensuring legal compliance, and implementing comprehensive compensation and benefits strategies. Known for building high-performance cultures, fostering employee engagement, and leading transformative change management initiatives. A trusted advisor to leadership, leveraging data-driven insights to inform HR strategy and contribute to sustainable growth.

KEY COMPETENCIES

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|--------------------------------|--|----------------------------------|
| Strategic Workforce Planning | Employee Engagement & Culture Building | Leadership Development |
| Talent Acquisition & Retention | HR Metrics & Analytics | Succession Planning |
| Organizational Development | Compliance & Labor Law Expertise | Change Management |
| Employee Relations Management | Payroll Administration & Management | HR Policy Development |
| Performance Management | Conflict Resolution & Mediation | Compensation & Benefits Strategy |

Successfully completed a strategic HR consultancy mission in Libya, achieving major organizational transformation goals, and now preparing to return to Egypt to continue driving impactful HR leadership

PROFESSIONAL EXPERIENCE

HR & Organizational Development Consultant

On-site – Group of Companies | Benghazi, Libya | June 2024 – Present

- Embedded within a diversified Libyan business group to lead high-impact HR and structural transformation initiatives.
- Re-engineered HR departments across subsidiaries, establishing clear hierarchies, functional workflows, and performance tracking mechanisms.
- Delivered tailored HR strategies that reduced employee turnover by 25% and improved retention through targeted incentives and transparent policies.
- Implemented streamlined onboarding processes that cut the average hiring time by 30%, enhancing operational readiness across multiple sectors.
- Collaborated with cross-functional leadership to integrate scalable HR systems that supported growth and compliance in construction, services, and business development.
- Led internal workshops and coaching sessions for HR staff, building capacity and fostering a culture of ownership and continuous improvement.
- Currently overseeing phased activation of strategic HR plans and talent mapping across multiple entities.

Freelance HR Consultant

Various Clients (including Fouad Hassanein for Business Development & Tasheel Tourism Company)

Jan 2023 – Present

- Provided strategic HR consultancy services focused on recruitment, policy development, and procedural structuring for multiple organizations.
- Successfully recruited and onboarded over 500 employees across different sectors within two years.
- Designed and implemented customized HR policies, organizational structures, and internal procedures to align with client business goals.
- Partnered with executive teams to ensure seamless integration of HR systems and improve operational efficiency.

Head of Human Resources Group

Al-Salem Holding Group | Jan 2023 – May 2025

Lead the development and execution of strategic HR goals and objectives across multiple business units, including Real Estate, Brokerage, F&B, Construction, Facilities Management, Marketing Agency, and Automotive.

-Oversee the performance and alignment of HR teams, ensuring strategies and initiatives are targeted to achieve organizational objectives while fostering a high-performing work environment.
Spearhead the creation, enhancement, and implementation of HR policies and organizational strategies designed to drive employee engagement, optimize the work environment, and elevate overall productivity.
Design, implement, and continuously evaluate employee benefits, compensation structures, and retention initiatives to attract and retain top talent aligned with business objectives.
Analyze recruitment performance metrics, provide data-driven insights to optimize recruitment processes, reduce time-to-hire, and improve the quality of hires.
Collaborate with HR managers to develop tailored career progression plans, succession planning, and performance management strategies that align with long-term business needs.
Ensure compliance with Egyptian labor law by managing HR operations, policies, and procedures within the legal framework, while defining and managing the budget for all HR programs and initiatives.

HR Manager

Landmark Sabour | Feb 2020 – Dec 2022

Led the strategic planning and execution of human resources initiatives, ensuring alignment with corporate objectives, while enhancing organizational culture and workforce productivity.
Oversaw the performance of HR teams, establishing KPIs, conducting regular assessments, and providing actionable insights to optimize efficiency in meeting departmental goals.
Designed and implemented comprehensive HR policies and organizational frameworks, driving employee engagement, satisfaction, and retention through progressive work environment initiatives.
- Developed and managed a competitive compensation and benefits strategy, benchmarking industry standards to ensure talent retention, mitigate turnover, and attract high-caliber candidates.
Conducted in-depth analysis of recruitment metrics such as time-to-hire, cost-per-hire, and retention rates, utilizing data-driven insights to refine talent acquisition processes and boost recruitment efficiency.
Collaborated with senior leadership and department heads to define HR budgets, ensuring cost-effective HR program delivery, and maintaining full compliance with national labor regulations and employment laws.

HR Supervisor

Saudi Airlines | Feb 2018 – Nov 2019

- Managed the entire employee lifecycle, from preparing employment offers and contracts to handling terminations, and ensuring compliance with labor laws and internal policies across all HR processes.
- Maintained accurate employee records, including leave requests, residency permits, and medical insurance, ensuring timely updates and compliance with regulatory requirements.
- Coordinated annual leave schedules, working closely with line managers and payroll to ensure accurate tracking and seamless payroll integration.
- Oversaw residency renewals for expatriate employees, ensuring compliance with government regulations and avoiding operational disruptions.
- Administered contract preparation and renewal processes, aligning contract terms with performance reviews and company objectives to support workforce planning.
- Collaborated with Finance to ensure accurate payroll processing, updating systems with essential employee data such as attendance, penalties, and social insurance contributions.

Senior HR Specialist, Promoted to HR Team Leader

Orascom | Feb 2012 – Jan 2018

- Managed employment records for key HR functions, including recruitment, promotions, terminations, and transfers, ensuring regulatory compliance and system efficiency through advanced HR software.
- Communicated essential job details, compensation structures, and career development opportunities to candidates and employees, fostering transparency and alignment with organizational goals.
- Conducted thorough job analyses to develop precise job descriptions and specifications, optimizing recruitment and performance management strategies.
- Built and maintained an extensive CV database by leveraging multiple sourcing channels to attract both active and passive candidates, ensuring a continuous pipeline for critical roles.

- Led interviews for diverse positions and produced detailed turnover analysis reports, offering actionable insights for improving employee retention and workforce planning.
- Worked closely with the Finance Department to ensure accuracy and timeliness in payroll processing, aligning compensation and benefits with company policies and compliance standards.
- Played a pivotal role in driving HR operations for high-impact projects such as Mall of Egypt, Cairo Festival City, Police Academy, and the Ministry of Defense, focusing on talent management and strategic workforce planning.

COURSES

- MBA - Maritime Academy for Science, Technology, and Maritime Transport | Present
- Human Resources Management Diploma - Egyptian Chamber & HRCI, Ain Shams University | May
- 2022 Payroll and Egyptian Labor Law - Diplomatic Center
- Mini master's in human resources - Egyptian Diplomatic
- Center Labor Law and Payroll - Manogopia Center for Training
- Professional Excel (40 credit hours) - Concept Center
- Human Resources Certification - British Institute of Human Resources
- Political Science - Al-Ahram Institute for Strategic Studies

EDUCATION

Bachelor's Degree In International Relations

Helwan University, Cairo | 2011

LANGUAGES

Arabic | **Native**

English | **Good**