

# Dina Mounir

Senior HR Manager | People Strategy, Talent & Organizational Development

EGYPT, GIZA • 01223722032 / 01150353235 • dinamounier.hr@gmail.com

## SUMMARY

Senior HR Leader with over 15 years of progressive experience across Egypt and the UAE, specializing in HR strategy, organizational development, talent management, and internal communication. Proven track record in leading HR transformation initiatives, building high-engagement cultures, and aligning people strategies with business objectives. Extensive experience partnering with executive leadership, driving change management, and delivering scalable HR solutions within corporate and consulting environments.

## EXPERIENCE

### FRSATK Consultancy, UAE (Hybrid)

#### HR Manager- Apr. 2025 - Present

- Lead the development and execution of HR strategies aligned with organizational goals, focusing on workforce planning, talent acquisition, and employee retention.
- Design and implement HR policies and governance frameworks in compliance with UAE labor laws, ensuring transparency and consistency.
- Oversee performance management systems, KPIs, and appraisal cycles in collaboration with senior leadership.
- Drive leadership development, training, and career progression initiatives to build future-ready capabilities.
- Manage employee relations and conflict resolution, fostering a positive, inclusive, and high-performance culture.

#### HR Consultant – Oct. 2024 - Apr. 2025

- Designed and implemented customized HR strategies for clients to improve organizational effectiveness and employee engagement.
- Provided advisory support on recruitment, talent assessment, and employer branding, reducing time-to-hire and improving candidate quality.
- Guided clients on employee relations, policy development, and HR best practices.
- Delivered leadership and capability-building programs to enhance team effectiveness and managerial performance.
- Supported the design and rollout of performance management frameworks aligned with business objectives.

#### Head of Talent Acquisition- 2024 (Project -Part time 6 months)

#### ECC Group, Abu Dhabi- Egypt

- Developed and led talent acquisition strategies aligned with business growth and expansion plans.
- Managed and mentored recruitment teams, improving hiring efficiency and delivery against targets.

## SKILLS

- HR Management
- Talent Management
- Organization Development
- Learning & Development
- Succession & Planning
- Employee Engagements
- Employee Relations
- Recruitment
- Leadership
- Career progression assistance
- Project Management
- Policy development
- Creative problem-solving
- Strategic decision-making
- Logical and systematic thinking
- Results-driven
- Analytical skills and attention to detail.

## EDUCATION

- Mini Master of Business Administration
- Canadian Academy, 2012
- HR Diploma, HCCA Academy, 2008
- Bachelor of Law, Cairo University – Cairo

## CERTIFICATION

- Executive Leadership, FRSTATK for Training, UAE, 2024
- Certified HRCI, Leaders, 2024
- Project Management Professional (PMP), E Youth, 2024
- TOT Certification, Abu Dhabi Training Center, 2023
- Communication Skills, Dale Carnegie, 2008

## VOLUNTEER

### Trainer – AL Falah Program, UAE, 2024

- Delivered training sessions, evaluated learner performance, and provided structured feedback.
- Maintained training records and participated in standardization and quality review meetings.

- Partnered with senior stakeholders to define workforce needs and role requirements.
- Oversaw end-to-end recruitment processes, ensuring best practices in sourcing, selection, and onboarding.
- Utilized recruitment analytics and KPIs to continuously enhance hiring outcomes.

**Head of Internal Communication & Employer Branding – HR Dept. 2023 – Oct 2024 GB Corp “Ghabbour Automotive” , Egypt**

- Led internal communication and employer branding strategies to strengthen employee engagement and organizational alignment.
- Developed communication policies, crisis communication frameworks, and leadership messaging.
- Designed employee engagement and recognition initiatives, enhancing connection to organizational values and purpose.
- Supported organizational culture initiatives through targeted communication and development programs.
- Ensured alignment of employees with corporate mission, strategy, and operational priorities.

**Assistant HR Director & Internal Communication, 2020 - 2023**

**Tanmeyah Micro Finance Enterprise Services – EFG Hermes, Cairo, Egypt**

- Supported the HR Director in shaping and executing HR strategies and workforce plans.
- Led internal communication initiatives to enhance transparency, engagement, and leadership alignment.
- Oversaw core HR functions including recruitment, performance management, employee relations, and compliance.
- Coordinated change management and organizational development initiatives during transformation phases.
- Analyzed HR metrics and employee feedback to drive continuous improvement and informed decision-making.

**HR Manager**

**HC Securities & Investment, Egypt | 2016 – 2020**

- Lead the development and execution of HR strategies aligned with organizational objectives, supporting business growth and workforce effectiveness.
- Oversee end-to-end HR operations including recruitment, performance management, employee relations, and policy implementation.
- Partner with senior leadership to design workforce plans, KPIs, and succession strategies to build sustainable talent pipelines.
- Drive employee engagement, culture, and leadership development initiatives to enhance retention and organizational performance.

**HR Supervisor**

**HC Securities & Investment, Egypt | 2013 – 2016**

**HR Specialist**

**HC Securities & Investment, Egypt | 2008 – 2013**

**HR Recruiter**

**NBE Travel Agency, Egypt | 2007 – 2008**

**HR Assistant (Part-time)**

**Orascom Construction, Egypt | 2006 – 2007**

**LANGUAGES**

- **Arabic:** Native
- **English:** Fluent
- **French:** Good

