

Mina Samy Naguib

People & Culture Manager | Culture Transformation | Pharma & Biotech HR Leader

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Professional Summary:

A strategic, dynamic and results-driven People & Culture Manager with over 13 years of progressive HR leadership experience exclusively within the pharmaceutical sector. Holder of a Bachelor's in Pharmaceutical Sciences and an MBA, I bring a unique blend of scientific knowledge, commercial insight, and strategic HR expertise that bridges the gap between business objectives and people strategies.

Proven track record in leading culture transformation initiatives, building HR departments for startups and managing large-scale operations across organizational design, Talent Management, Organizational Development, and Compensation. Adept at driving business results by fostering strong relationships with senior stakeholders to create high-performance, engaged and agile cultures in complex environments.

Education:

- **Master of Business Administration (MBA)** | Nexford University | 2021
 - *Major:* Managing Hyperconnectivity (Focus on Digital Transformation & Leadership)
- **Human Resources Diploma** | The American University in Cairo (AUC) | 2013
- **Bachelor of Pharmaceutical Sciences** | Helwan University | 2010

Professional Experience:

I. People & Culture Manager

EVA Pharma | January 2024 – Present

- Lead HR strategy and operations for a 300-employee organization.
- Manage a team of 5 direct reports, overseeing all functional areas including talent acquisition, performance management, C&B, payroll, and employee relations.
- Developed a qualified candidate pool for critical positions and ensured data-driven hiring decisions that reduced time-to-hire by 20%.
- Driving employee's satisfaction through targeted engagement initiatives.
- Partner with senior leadership to align people's strategies with business objectives.

II. HR Lead

M.A.R.C for Research Services | July 2021 – December 2023

- Built and updated the company's HR infrastructure from the ground up, including clear organization charts, career ladders, and job scorecards with defined KPIs.
- Managed manpower planning and recruitment budgeting in collaboration with department heads to fulfill workforce requirements for a 200-employee research organization.
- Approved hiring contracts, social insurance documents, and reviewed monthly payroll to ensure accuracy and compliance.
- Oversaw employee satisfaction initiatives through surveys, market salary analysis, and compensation benchmarking.

III. HR Business Partner (HRBP)

EVA Pharma | February 2013 – June 2021

- Progressed through roles of increasing responsibility (HR Specialist, Senior HR Specialist, HR Supervisor) supporting business units across Manufacturing (R&D, Production, Engineering, Quality, Supply Chain, Finance) and Commercial (General Medicine, Cardio-Metabolic).
- Managed HR operations for headcounts ranging from 240 to 690 employees, with up to 2 direct reports.
- Led end-to-end recruitment and talent acquisition strategies, utilizing diverse channels including universities, recruitment agencies, and online platforms to fill supervisory and specialist roles.
- Conducted performance appraisal reviews, developed statistical reports, and ensured alignment with company strategic direction.
- Managed employee relations, conducted exit interviews, and implemented corrective actions to improve retention and morale.
- Played a key role in job description development, organizational restructuring, and workforce planning initiatives.
- Coordinated with L&D and OD teams to deliver training programs and support succession planning.

IV. Medical Representative – Cardio-Vascular Portfolio

EVA Pharma | April 2011 – January 2013

- Promoted cardio-vascular products to healthcare professionals in the Maadi & Helwan territories.
- Utilized selling and territory management skills to build strong customer relationships and achieve sales targets.
- Gained foundational commercial and medical knowledge that later informed a strategic approach to HR in the pharmaceutical sector.

V. Early Career: Community Pharmacist

Fadl Habachi Pharmacy & Rayel Pharmacy | July 2010 – March 2011

Development & Certifications:

- 10X Is Easier Than 2X (Book) – Dan Sullivan | 2025
- The Startup Way (Book) – Eric Ries | 2023
- Project Management Professional (PMP) preparation certificate – PMI & American Chamber | 2023
- Scaling Up (Book) – Verne Harnish | 2022
- Top Grading (Book) – Bradford D. Smart | 2022
- Agile Project Management – LinkedIn Learning | 2022
- Project Management Principles – LinkedIn Learning | 2021
- HRBP Preparation Certificate – Jobeex | 2014

Core Competencies:

Strategic HR Business Partnering | Culture Transformation | Organizational Design & Development

Performance Management Systems | Talent Acquisition & Management | Change Management

Cross-functional Collaboration | Employee Relations & Engagement | HR Analytics & Reporting

Compensation & Benefits (C&B) | Payroll & Social Insurance