

SHERIF ABDRAH ELNABY ELWAN

Senior HR Manager / Strategic HR Professional

📍 Giza, Egypt | 📞 ٠١٢٢٢٧٤٦٣٨٠ | ✉️ sherif_el@yahoo.com

PROFESSIONAL SUMMARY

A strategic **HR Leader** with ٢٨ **years** of diversified experience across Human Resources and Financial Management. Proven track record in **building HR departments from scratch**, designing organizational structures, and implementing comprehensive HR policies. Expert in aligning HR strategies with business goals, optimizing payroll systems, and ensuring full compliance with Egyptian Labor Law. Combines a solid accounting background with HR expertise to manage budgets and maximize operational efficiency.

CORE COMPETENCIES

- **Strategic HR Planning:** Org Chart Design, Job Descriptions, & Grading Systems.
- **Total Rewards:** Salary Structuring, Benefits Administration, & Payroll Management.
- **Talent Management:** Hiring Plans, Training & Development, & Appraisal Systems.
- **Compliance:** Egyptian Labor Law, Social Insurance, & Governmental Relations.
- **Operations:** Budgeting, Policy Formulation (Travel, Medical, etc.), & HR Digitalization.

PROFESSIONAL EXPERIENCE

HR Manager (Founding Member) | El-Gammal Glass Processing Factory

April ٢٠١٧ – Present

- **Greenfield HR Establishment:** Orchestrated the complete setup of the HR Department from day one of the company's inception, establishing all foundational systems, legal frameworks, and administrative workflows.
- **Operational Excellence & Cost Control:** Optimized operational costs by implementing a "Targeted Extra Shift" strategy for bottleneck departments, eliminating production backlogs while avoiding the overhead of running a full ١٢-hour double-shift system.
- **Organizational Design:** Built the company's organizational structure from scratch, defining job roles, and implementing a professional grading system to support scalable growth.
- **Performance Management:** Designed and launched a KPIs-based appraisal system tailored to the specific technical requirements of the glass industry.
- **Strategic Budgeting & Payroll:** Managed the full HR lifecycle including budgeting, payroll, and social insurance, ensuring zero-error compliance with Egyptian Labor Law.
- **Corporate Policy Development:** Authored the company's first comprehensive internal policy handbook (Transportation, Training, Accommodation, Medical, and Allowances).

HR Payroll Specialist | M&A Glass Processing Factory

Sept ٢٠١٠ – April ٢٠١٧

- Managed full payroll cycle and social insurance for the workforce.

- Overseas the administrative and transportation departments, ensuring logistics efficiency.
- Acted as the primary liaison for governmental documentations and renewals.

Senior Accountant | Nile for Granite & Marble Factory

Sept 2003 – Sept 2010

- Directed general ledger entries and developed managerial reports for cost and revenue.
- Managed salaries and fixed assets depreciation.

(Previous roles in Accounting at New Vision, Future Trading, and Al Ashraf Tours available upon request).

EDUCATION

- **Bachelor of Commerce (Accounting)** | Cairo University | May 1999.

TECHNICAL SKILLS & CERTIFICATIONS

- **IT:** Excellent command of MS Office (Advanced Excel for Payroll).
- **Specialized Training:** Web Server Administration & Security (IBM/Microsoft/CIW).
- **Languages:** Arabic (Native), English (Good command).

PERSONAL DATA

- **DOB:** 12th February 1977.
 - **Military Status:** Exempted
-