

**Mustafa Gamal Saad**  
HR & Admin Manager  
Talent Acquisition Manager

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**Contact & Personal Information**

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LinkedIn: <https://www.linkedin.com/in/mustafa-gamal-116335198/>  
Date of birth: 30-9-1993  
Address: Al Maadi, Cairo, Egypt  
Marital Status: Married  
Nationality: Egyptian

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**Education**

Bachelor of Business Administration and Information Systems - 2016

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**Work Experience**

**Tantawy Group**



**Title:** Group HR & Admin Manager

**Headcount::** 1200 employees

**Duration:** From Aug 2024/ Present

**Location:.** Giza, Egypt

- Define Vision and Goals
- Establish a Clear Vision: Determine the purpose of the HR department and how it will contribute to the company's goals.
- Set Objectives: Formulate short-term and long-term goals that align with the company's strategy.
- Develop Organizational Structure
- Create an HR Department Structure: Design an organizational chart that outlines roles and responsibilities within the HR department.
- Define Roles: Assign specific functions such as recruitment, training, compensation, and performance management.
- Lead HR projects like compensation plans revisions
- Implement functional HRMS and internal databases across all departments and locations
- Oversee our payroll and performance evaluation systems
- Design company policies and procedures
- Review and update our employment contracts and agreements

- Prepare budgets by department
- Track key HR metrics like cost per hire and retention rates
- Manage internal communication projects (like job satisfaction surveys)
- Measure the effectiveness of our benefits programs and recommend improvements
- Coordinate employee training and development initiatives
- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans
- Lead employment branding initiatives
- Perform sourcing to fill open positions and anticipate future needs
- Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- Take steps to ensure positive candidate experience
- Assist in employee retention and development
- Supervise recruiting personnel
- Organize and/or attend career fairs, assessment centers or other events
- Use metrics to create reports and identify areas of improvement

## Shaheen Group

(Center shaheen - Belinda Textiles)

**Title:** Group Talent Acquisition Manager & HR Operation Manager

**Headcount:** Center shaheen: 1500 employees - Belinda: 150 employees.

**Duration:** From Aug 2023/ Aug 2024

**Location:** October, Giza, Egypt



- Lead HR projects like compensation plans revisions
- Implement functional HRMS and internal databases across all departments and locations
- Oversee our payroll and performance evaluation systems
- Design company policies and procedures
- Review and update our employment contracts and agreements
- Prepare budgets by department
- Track key HR metrics like cost per hire and retention rates
- Manage internal communication projects (like job satisfaction surveys)
- Measure the effectiveness of our benefits programs and recommend improvements
- Coordinate employee training and development initiatives
- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans
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- Supervise recruiting personnel
- Organize and/or attend career fairs, assessment centers or other events

- Use metrics to create reports and identify areas of improvement
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## **Bonus for trading and distribution.**

**Title:** HR & Admin Manager

**Headcount:** 290 employees

**Duration:** From Aug. 2022 / Aug 2023

**Location:** Shoubra Elkhima, Egypt



- Planning HR and administration activities
  - Overseeing recruitment
  - Managing the payroll function
  - Developing and ensuring compliance with organization policies and procedures
  - Running employee relations programs
  - Overseeing the office management function
  - Leading the HR department
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## **Raneen**

**Title:** Talent Acquisition & HR Operation Sections Manager

**Headcount:** 4900 employees

**Duration:** From Aug. 2019 Till Aug 2022

**Location:** Giza, Egypt



- Lead HR projects like compensation plans revisions
- Implement functional HRMS and internal databases across all departments and locations
- Oversee our payroll and performance evaluation systems
- Design company policies and procedures
- Review and update our employment contracts and agreements
- Prepare budgets by department
- Track key HR metrics like cost per hire and retention rates
- Manage internal communication projects (like job satisfaction surveys)
- Measure the effectiveness of our benefits programs and recommend improvements
- Coordinate employee training and development initiatives
- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans
- Lead employment branding initiatives
- Perform sourcing to fill open positions and anticipate future needs
- Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- Take steps to ensure positive candidate experience
- Assist in employee retention and development
- Supervise recruiting personnel
- Organize and/or attend career fairs, assessment centers or other events

- Use metrics to create reports and identify areas of improvement
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## MartVille

**Title:** Senior Human Resources Generalist

**Headcount:** 230 employees

**Duration:** From Jan .2019 till Aug. 2019

**Location:** Cairo, Egypt



- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
  - Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
  - Implements new hire orientation and employee recognition programs.
  - Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
  - Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
  - Attends and participates in employee disciplinary meetings, terminations, and investigations.
  - Maintains compliance with Egyptian employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
  - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
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## Mekkawy market

**Title:** Human Resources Generalist

**Headcount:** 260 employees

**Duration:** From Jan. 2018 till Jan .2019

**Location:** Giza, Egypt



- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
  - Attends and participates in employee disciplinary meetings, terminations, and investigations.
  - Maintains compliance with Egyptian employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
  - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
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## Aswak Badr Co (Military service)

**Title:** Human Resources Generalist

**Headcount:** 7000 employees

**Duration:** From Dec. 2017 till Dec. 2018

**Location:** Swiss, Egypt



- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
  - Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
  - Implements new hire orientation and employee recognition programs.
  - Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
  - Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
  - Attends and participates in employee disciplinary meetings, terminations, and investigations.
  - Maintains compliance with Egyptian employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
  - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
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## Skills

- Job (design & Analysis & Descriptions)
- Global recruitment
- Employee Relation
- On boarding & Orientation
- digital marketing (E- recruitment)
- Experience and knowledge in all human resources departments
- Time management (Planning & Organizing skills) and Flexibility.
- Team Management & Leadership skills and Contemporary leadership and Team building strategies.
- Development of communication skills and Problem Solving.
- Supervising operations
- Computer Skills

Dynamics NAV 2017	Excel	Word	PowerPoint	Outlook
Good	Excellent	Excellent	Excellent	Excellent

- Language skills

English	Reading	Writing	Conversation
	Good	Good	Good

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## Courses & Training

Experienced Recruiter with a demonstrated history of working in the human resources industry. Skilled in negotiation, executive search, technical recruiting, HR policies, and screening. Strong human resources professional with a Diplomas focused in Human Resources Management/Personnel Administration.

- HR Diploma (HRCI) From (Master Academy).
  - HR Diploma (HRCI) From (British International Institute)
  - Diploma in HR Management from (Ibda3 Academy).
  - Diploma in Total Quality Management from (Ibda3 Academy- Ain Shams).
  - Diploma in Financial Management from (Ibda3 Academy- Ain Shams).
  - Diploma in Costumer Service Management from (Ibda3 Academy- Ain Shams).
  - Diploma in Project Management from (Ibda3 Academy- Ain Shams).
  - Diploma in Sales Management from (Ibda3 Academy- Ain Shams).
  - Diploma in Marketing from (Ibda3 Academy- Ain Shams).
  - MINI Master in Business Administration from ( Ain Shams).
  - Diploma in digital marketing from (Mohamed Youssef)
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## Work Projects Experience – (Remotely)

### ProServ - business solutions

**Headcount:** 260 employees

**Duration:** 5 months

**Location:** Cairo, Egypt



### Friend's Dairy Milk - Manufacturing and Retail FMCG

**Headcount:** 340 employees

**Duration:** 15 months

**Location:** Cairo, Egypt



### Gold Zoon - Gold stock exchange

**Headcount:** 80 employees

**Duration:** 6 months

**Location:** Cairo, Egypt



### Ben Soliman – Retail FMCG

**Headcount:** 2300 employees

**Duration:** 9 months

**Location:** Cairo, Egypt



### Zain Roastery - Manufacturing and Retail FMCG

**Headcount:** 350 employees

**Duration:** 5 months

**Location:** Cairo, Egypt



### Wqban Group – Retail Nun Food

**Headcount:** 270 employees

**Duration:** 10 months

**Location:** Cairo, Egypt



## **Kelma development consulting –**

### **Real estate (development – construction)**

**Headcount:** 120 employees  
**Duration:** 6 months  
**Location:** Cairo, Egypt

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## **Abo Saleh Dairy Milk**

### **Manufacturing and Retail FMCG**

**Headcount:** 300 employees  
**Duration:** 9 months  
**Location:** Cairo, Egypt

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## **BG Collection - manufacturing and Retail Nun Food**

**Headcount:** 450 employees  
**Duration:** 12 months  
**Location:** Cairo, Egypt

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## **360° business solutions – Mostakbalak - Recruitment agency**

**Headcount:** 10 employees  
**Duration:** 24 months  
**Location:** Cairo, Egypt

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Thank you for taking the time to read my resume and I look forward to hearing from you.

Yours sincerely, Mustafa Gamal