

Mohammed Mamdouh Elkhatieb

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Professional Summary

Strategic and hands on People & Culture Leader with 15+ years of progressive experience leading HR transformation, organizational development, employee relations, and labor law compliance across FMCG, retail, healthcare, publishing, and manufacturing sectors. Proven ability to build high-performing HR functions, redesign structures, strengthen performance management, and improve culture, engagement, and operational efficiency. Strong hands-on experience in Egyptian Labor Law, compensation and benefits, payroll governance, HRIS implementation, and change management. Leveraged AI-enabled DISC profiling in recruitment and training to improve talent matching, leadership development, and decision-making. Recognized for business mindset, ownership, and the ability to translate people strategy into measurable organizational impact.

CORE COMPETENCIES:

- HR Strategy & Transformation
- Organizational Design & Restructuring
- Performance Management Systems
- Payroll Governance
- Culture Building & Change Management
- AI-enabled DISC Assessment & Talent Profiling
- Workforce Planning
- Business Partnering & Stakeholder Management
- People & Culture Leadership
- Egyptian Labor Law & Compliance
- Compensation & Benefits Design
- Employee Relations & Engagement
- HRIS & HR Digital Transformation
- Leadership Development
- Policy Development & Implementation
- HR Analytics & Data-Driven Decisions

WORK EXPERIENCE:

Group Sr. HR Manager

Bridge Food Industries Group | September 2025 – Now.



- ✓ Managing HR operations across multiple entities with focus on daily execution.
- ✓ Designed and implemented a unified HR framework covering recruitment, performance management, compensation and benefits, employee relations, and learning and development.
- ✓ Standardized HR policies and procedures across subsidiaries while adapting them to each business unit's operational needs.
- ✓ Implement organizational design activities to clarify reporting lines, job architecture, and workforce planning across the group.
- ✓ Supporting payroll and HR processes across business units.
- ✓ Built an engagement and accountability culture through communication programs, recognition initiatives, and leadership interventions.
- ✓ Partnered with executive management to support business growth and establish new manufacturing operations in 10th of Ramadan Industrial City.
- ✓ Introduced digital HR transformation initiatives to improve efficiency, transparency, and data-driven decision-making.

HR Manager



Shaheen Coffee Co. | February 2024 – August 2025.

- ✓ Designed and rolled out a total rewards strategy, including medical insurance and family coverage, to strengthen retention and employee value proposition.
- ✓ Redesigned job grading and salary structures based on market benchmarking and internal equity principles.
- ✓ Managed payroll for 400+ employees with full compliance to labor law, social insurance, and tax requirements.
- ✓ Applied AI-enabled DISC profiling in recruitment and training to improve behavioral fit, leadership development, and hiring quality.
- ✓ Worked closely with operations and support functions to improve alignment, efficiency, and employee engagement.

HR Head

Dawi Clinics | July 2023 – February 2024



- ✓ Rebuilt the HR function from the ground up, including hiring, developing, and structuring the HR team.
- ✓ Led HR daily operations including hiring and onboarding.
- ✓ Implemented a new HRIS to automate payroll processes and complex doctor compensation models.
- ✓ Developed and delivered training programs for administrative staff and physicians to improve capability and consistency.
- ✓ Ensured full compliance with Egyptian labor law and healthcare regulatory requirements.

Freelance HR Consultant

Self-Employed | January 2023 – July 2023

- **HR Consultancy:** Advised clients on HR strategy, organizational design, and workforce improvement initiatives aligned with business goals.
- **Organizational Design:** Supported restructuring efforts to improve efficiency, accountability, and employee engagement.
- **Training & Development:** Designed training and development programs to strengthen capabilities and support growth.
- **Policy Development:** Developed HR policies and procedures aligned with legal and operational requirements.
- **Talent Acquisition:** Advised on recruitment strategy to improve quality of hire and reduce time-to-fill.

HR Manager

Shaheen Coffee Co. | July 2021 – December 2022



- ✓ Managed recruitment, payroll, and compensation processes in line with manpower planning.
- ✓ Improved organizational effectiveness through restructuring and process re-engineering.
- ✓ Partnered with senior leadership to build performance management frameworks and leadership development plans.

HR Manager

Elrashidy Elmizan Confectionery Factories Development Co. | June 2015 – June 2021



- ✓ Led a full HR restructuring and revamped job descriptions and performance appraisal systems.
- ✓ Introduced factory-wide communication campaigns and employee engagement events.
- ✓ Created training roadmaps focused on cultural shift and company values.
- ✓ Established elected factory committees to represent staff in leadership discussions.

HR Section Head

Hindawi Publishing Co. | October 2013 – June 2015



Hindawi

- ✓ Managed HR operations for 1,000+ employees, including payroll, contracts, and compliance.
- ✓ Standardized HR policies, onboarding, and training frameworks.
- ✓ Mentored HR staff and oversaw large-scale recruitment projects.

Senior HR Specialist

Elrashidy Confectionery Co. | August 2010 – September 2013



- ✓ **Performance Management:** Established a comprehensive performance management system, including goal setting and evaluations.
- ✓ **Compensation Strategy:** Developed fair and equitable compensation and reward strategies aligned with company goals.
- ✓ **HRIS Management:** Managed the HR Information System, ensuring accurate employee data and reporting.
- ✓ **Employee Relations:** Built strong relationships with external organizations, enhancing recruitment and employee development efforts.

Recruitment Specialist

Sohel Co. | April 2008 – March 2010

- ✓ **Talent Acquisition:** Managed end-to-end recruitment processes, including sourcing, interviewing, and onboarding.
- ✓ **Employer Branding:** Developed and implemented strategies to improve the company's employer brand, attracting top talent.
- ✓ **Stakeholder Engagement:** Worked closely with department heads to understand staffing needs and align recruitment strategies accordingly.
- ✓ **HR Analytics:** Analyzed recruitment data to improve hiring practices and reduce time-to-fill metrics.

IT Administrator

SM Co. | January 2005 – January 2008

- ✓ **System Administration:** Managed and maintained the company's IT infrastructure, ensuring seamless operations.
- ✓ **Network Security:** Implemented security measures to protect company data and systems from cyber threats.
- ✓ **Technical Support:** Provided technical support to staff, troubleshooting hardware and software issues to minimize downtime.
- ✓ **IT Projects:** Led IT projects, including software upgrades and system integrations, to enhance

business efficiency.

Certifications

- SPHRI Preparation Course
 - Project Management Diploma (PMP) from RITI
 - Certificate in Human Resources Management from AUC
 - Training Needs Analysis (Almentor)
 - Organization Development Fundamentals. (Almentor)
 - HR Analytics. (Almentor)
 - Microsoft Certified System Engineer (MCSE) from IBM
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Education

Bachelor of Science in Mathematics

Benha University | Graduated 2003

PERSONAL INFORMATION

Birth Date: 22/09/1980

Military status: Completed

Gender: Male

Marital Status: Married +