

# KARIM GAMAL

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HRM - HRIS - TA - L&D - Comp & Ben - OD - RM

## SUMMARY OF QUALIFICATIONS

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- Over [7] years of progressive experience in human resources management across diverse industries.
- Proven ability to lead HR functions including recruitment, performance management, employee relations, and policy development.
- Skilled in aligning HR strategies with organizational goals to improve efficiency and employee engagement.
- Strong knowledge of labor laws, compliance standards, and best practices in HR operations.
- Experienced in managing and mentoring HR teams to deliver consistent and effective HR support.

## EDUCATION

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- **MBA - Master of Business Administration**  
Arab Academy for Administrative, Financial, and Banking Sciences **2023- 2025**
- **Diploma in Human Resources Management**  
Approved by the EGYCHAM Management and Ain Shams University **2021- 2021**
- **Bachelor of Tourism & Hotels**  
Helwan University, major in degree in tourist guidance, very good **2009 - 2013**

## TECHNICAL SKILLS

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- **HRMS & ERP Systems:** SAP SuccessFactors, Oracle HCM, Odoo, Zoho People, Microsoft Dynamics 365
- **Reporting & Analytics Tools:** Microsoft Excel, Power BI, Dashboards, HR metrics, and analytics
- **Recruitment & Onboarding Platforms:** LinkedIn Recruiter, Wuzzuf, Forasna
- **Communication & Collaboration Tools:** Microsoft Teams, Zoom, Outlook, SharePoint

## RELATED EXPERIENCE

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### MODAD GROUP ( MODAD Properties & Leading Blocks )

Human Capital Section Head | HRM - OD - C&B - HRIS - PMS

Oct,2023 - Present

- Lead and manage Payroll & Personnel, Organizational Development (OD), Compensation & Benefits (C&B), and Communication teams, ensuring seamless HR operations.
- Oversee payroll accuracy, personnel compliance, performance management, and strategic workforce planning aligned with business goals.
- Design and implement C&B strategies, succession plans, and OD initiatives to enhance employee retention and organizational growth.

### Real Mark ( Real Estate Marketing )

Human Capital Advisor | HRIS-PMS-TA-OD-HCM-C&B

Jan, 2023 - Oct, 2023

- Established and structured the HR department from the ground up, aligning policies and procedures with business strategy and growth objectives.
- Led and developed a high-performing HR team across recruitment, OD, C&B, and employee relations functions.
- Partnered with executive leadership to drive strategic workforce planning and talent management initiatives.

## PROJECT EXPERIENCE

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### Town & Seas

HR Project Lead

Nov, 2024 - Feb, 2025

- Designed and implemented the organizational structure including departments, reporting lines, and functional hierarchy aligned with business goals.
- Conducted a comprehensive manpower analysis to define optimal headcount and departmental workforce distribution.
- Developed detailed job roles, responsibilities, and job descriptions based on operational needs and employee capabilities.
- Built a complete HR framework covering salary scale, grading system, HR policies, and benefits structure to ensure internal equity and compliance.

## LEADERSHIP EXPERIENCE

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### Triton ( Mechanical & Electromechanical solution )

Human Capital Operation & Admin Manager | HRIS-PMS-TA-OD-HCM-C&B

Nov, 2021- Jan, 2023

- Established and structured the HR department from the ground up, aligning policies and procedures with business strategy and growth objectives.
- Led and developed a high-performing HR team across recruitment, OD, C&B, and employee relations functions.
- Partnered with executive leadership to drive strategic workforce planning and talent management initiatives.
- Implemented scalable HR systems, performance management frameworks, and employee engagement programs.
- Contributed to organizational success by enhancing culture, reducing turnover, and supporting rapid business expansion.

### ECD ( Construction & Decoration )

Human Capital Supervisor | ER - C&B - R&S

Apr 2019 - Nov 2021

- Supervise daily HR operations including recruitment, personnel, payroll, and attendance for site and office employees.
- Ensure compliance with labor laws, safety regulations, and company policies across multiple project locations.
- Coordinate onboarding, training, and development programs tailored to construction workforce needs.
- Support performance appraisal processes and manage employee relations to maintain a productive work environment.

### Al Hokair ( Retail Group Egypt )

Human Capital Specialist

Jan, 2015- Aug, 2016

- Employee Recruitment & Onboarding: Managed end-to-end recruitment processes including job posting, interviewing, selection, and onboarding of retail staff to ensure timely staffing and smooth integration.
- Attendance & Leave Management: Supervised attendance tracking systems, processed leave requests (annual, casual, sick), and ensure compliance with company policies and labor laws.
- Employee Relations & Performance Support: Acted as a point of contact for employee inquiries, resolved workplace issues, and supported performance appraisal and development initiatives.
- HR Administration & Reporting: Maintained accurate employee records, prepared HR reports, and coordinated with payroll and management to streamline HR operations.

## KEY ACHIEVEMENTS

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- Leadership Development: Designed and implemented leadership programs at MODAD Properties, resulting in an 18% increase in internal promotions.
- Employee Engagement: Boosted employee engagement by 25% through targeted HR initiatives across MODAD Properties and Leading Blocks.
- HRIS Implementation: Led the successful integration of an HRIS system at Real Mark, improving data accuracy, reporting efficiency, and strategic HR planning.
- Talent Acquisition Optimization: Reduced time-to-hire and enhanced quality of hires at ECD through innovative sourcing and streamlined recruitment processes.
- Strategic HR Partnership: Acted as a trusted HR business partner across multiple entities, aligning human capital initiatives with organizational goals and growth.

## CERTIFICATIONS

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- Certified Human Resources Professional (CHRP) – [EGYCHAM]
- Strategic Human Capital Management – [REDROCK]
- Etiquette Passage to professionalism– [PEACE]
- Coping with Change – [GOLDMINES]