

Kareem Ahmed Kamal

Human Resources Professional

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Objective

To leverage my extensive HR experience in business partnering, organization development, and performance management to support strategic growth and enhance employee engagement in a dynamic organization.

HR Skills

- HR Department Startup
- Performance Management
- Training & Development
- Employer Branding.
- Employment Law
- Staff Recruitment & Retention
- Employee Relations
- Payroll Cycle
- HR Policies & Procedures
- Benefits Administration
- Orientation & On-Boarding
- HR Budget

Professional Experience (11 Years)

HR Manager (Egypt - UAE - KSA) | PLEMENTUS | Oct 2025 - Present.

Industry: Software - Odoo Developer | Company Size: 100 employees

- Develop and implement HR policies and procedures.
- Oversee HR Budget, recruitment, staffing, and employee relations.
- Manage performance management, training, and employee development processes.
- Ensure compliance with labor laws and company regulations..
- Oversee HR budgets, policies, and compliance.
- Promote a positive work culture and employee engagement.



Plementus
Business Solutions

Regional HR Business Partner Section Head (Egypt - UAE - KSA - Bahrain) | BTC | Jan 2025 - Oct 2025.

Industry: Gold & Jewelry (Manufacturing, Retail, Wholesale) | Company Size: +1000 employees

- Manage HRBP team activities, recruitment operations, and policy implementation.
- Provide guidance to senior management and offer strategic HR recommendations.
- Collaborate with training and performance teams to design and implement initiatives.
- Develop succession planning and retention strategies.
- Oversee HR budgets, policies, and compliance.
- Lead workforce planning, restructuring, and recruitment processes.



HR Business Partner Supervisor | BTC | Jan 2022 - Dec 2024

- Provide tactical and strategic HR support (onboarding, compensation frameworks, compliance, and policies).
- Support the management in performance appraisals and workforce analysis
- Support talent review and succession planning to identify top talent and address capability gap.
- Collaborate with the Total Rewards on compensation changes, merit reviews, and promotion recommendations.
- Managing and reviewing payroll for employees in GCC countries (KSA - UAE - Bahrain).

Senior HR Generalist |BTC - Egypt Gold Group | Jun 2020 – Dec 2021

Industry: Gold & Jewelry Manufacturing | Company Size: +2500 employees.

- Oversaw recruitment, training, and employee relations functions.
- Conducted exit interviews and analyzed turnover trends.
- Supported implementation of new HR systems and reports.
- Managed end-to-end payroll cycle.



Senior HR Specialist | Europcar Egypt | Jan 2019 – Jun 2020

Industry: Car Rental & Tourism | Company Size: 160 employees.

- Managed end-to-end Payroll & personnel operations.
- Supported full OD, and performance appraisal processes.



HR Generalist | GTS | Dec 2017 – Jan 2019

Industry: Shipping & Courier Delivery | Company Size: 120–150 employees

- Handle the full employee lifecycle (recruitment, onboarding, probation, and offboarding).
- Manage HR policies, procedures, and ensure compliance with company regulations.
- Handle all communications and procedures with labor offices and social insurance offices.



HR Specialist | Professionals | Jun 2015 – Dec 2017

(Including 2 months at **Premier** Services & Recruitment)

Industry: HR Outsourcing & Business Services | Company Size: 501–1000 employees

- Implemented full Payroll cycle, benefits and social insurance process.
- Managed end-to-end HR Operations and personnel records.
- Recruit and hire blue-collar workers efficiently and compliantly.



Certificates and Trainings

- Human Resource Certificate – HPA (HRCI Accredited)
- OD & Change Management – EGYCham.
- Leadership and Coaching Training – Nehal Fathy.
- Soft Skills: Communication, Presentation, Time Management, Report Writing.
- English Course – Berlitz.

Skills

Technical Skills

- **HR Systems (HRIS):** HITS, COMSYS, B Smart.
- **MS Office:** Excel, Visio, PowerPoint, Word.

Soft Skills

- Strong analytical, communication, and problem-solving skills.
- Leadership and teamwork capabilities.
- Ability to work under pressure and handle multiple priorities.

Top Achievements / Projects

- Updated job analysis and descriptions for 400 employees across 10 departments.
- Designed the KPIs structure.
- Created HR forms manual and employee handbook.
- Built a personnel section from scratch for over 300 employees.
- Developed 15 new HR policies.
- Designed process maps manual and Conducted workload analysis for 7 department.

Education

Bachelor's degree in Information Systems, El-Shorouk Academy (Class 2015).

Grade: Very Good

Graduation Project: Mobile App – Grade: Excellent

Languages

Arabic: Native

English: Very Good