

# ***Yamen Samy Ibrahim Abdul Aal***

Date of Birth: November 30, 1978

Nationality: Egyptian

Marital Status: Married, had 3 children

Military Status: Exempted

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Education: Ain Shams University, Faculty of Law, Egypt, Licentiate degree in law (2000).

## **Career Objective:**

Seeking a challenging position with a progressive regional or multinational corporation.

## **Desired positions:**

HR Director, Senior Human Resources Manager, Administration Manager, Customer Care Manager.

## **Career History:**

**Hassan Allam Construction**  April 2025 – Present  
**Human Resources Director International Co. ([www.hassanallam.com](http://www.hassanallam.com))**

**Rosatom – Hassan Allam Construction**



- **Project name** : DNPP – Dabaa Nuclear Power Plant.
- **Client** : ASE JSC Branch in Egypt.
- **Consultant** : T2 TNTAH2
- **Total Manpower** : Over 14,000 individuals from diverse backgrounds.
- **Total Project Value** : 28.75 B – USA Dollar

## **Responsibilities & Key Achievements:**

Handled overall HR responsibilities for all Dabaa (DNPP) projects in Egypt. Supported all top managerial level, and rotational workforces across multiple sites. Worked closely with project managers and Site HR & Admins to ensure manpower availability, smooth site operations, and compliance with company policies, client requirements & project contracts.

## **Manpower Planning & Hiring**

- Planned manpower requirements for Dabaa (DNPP), and shutdown projects based on project schedules & site needs.
- Managed recruitment, selection, and deployment of skilled, technical, and support staff.
- Coordinated employee joining, site transfers, rotation cycles, and exits to meet project timelines.
- Ensured timely availability of manpower to avoid delays in project execution.

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## **HR Policies & Site Compliance**

- Ensured HR operations followed company policies, client standards, and project contracts across all sites.
- Followed international safety, security, and environmental requirements applicable to international projects.
- Supported internal reviews and client audits related to manpower and HR documentation.

## **HR Policy Development**

- Developed and implemented HR policies related to rotational staffing, site conditions, hazard allowances, and travel benefits.
- Ensured policies were practical, clearly communicated, and followed at site level.
- Updated procedures as per project needs and operational challenges.

## **Employee Relations**

- Handled employee concerns, grievances, and disciplinary matters in remote and high-risk work environments.
- Maintained good working relationships between site management and employees.
- Supported employee welfare, morale, and productivity across all project locations.



**ROWAD Modern Engineering**

**August 2022– April 2025**

**Senior Human Resources and Administration Manager International Co. ([www.rowad-rme.com](http://www.rowad-rme.com))**



**Orascom Rowad Joint Venture**

ORASCOM & ROWAD JOINT VENTURE

- **Project name** : HSR - High Speed Railway Blue Line– 6<sup>th</sup> of October – Abou Simbel Project – October Main Depot, and Borg Al-Arab Service Point (BASP).
- **Client** : NAT – National Authority for Tunnels.
- **Consultant** : Systra Egypt.
- **Total Built-up Area:** 2428428 m (578 acre).
- **Contract Value** : 7.2 billion LE

## **Responsibilities & Key Achievements:**

**In addition to the Senior HR Manager responsibilities, there are duties of the Administration Manager,**

- Supervise and lead the administrative team and coordinate daily office operations.
- Develop, review, and improve administrative systems, policies, and procedures.
- Oversee the management of office supplies, equipment, and service contracts.
- Coordinate with internal departments to ensure smooth support operations.
- Manage budgets and expenditures related to administrative functions.

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- Monitor and ensure the maintenance and safety of office premises.
- Ensure compliance with company policies and local regulations.
- Support executive leadership with reports, schedules, and planning.
- Handle vendor relationships and negotiate service contracts.
- Organized and managed company records and documentation.



**ROWAD Modern Engineering**

**June 2019 – July 2022**

**Human Resources Manager International Co. ([www.rowad-rme.com](http://www.rowad-rme.com))**



**Gama Rowad Joint Venture** **GAMA & ROWAD JOINT VENTURE** – Light Railway Transit (LRT) – 10<sup>th</sup> of Ramadan Project – Bader Depot and Main Line Fence, “El-Salam – The New Administrative Capital” is one of the most important transit projects in Egypt during the current period. Contract Price: 1,872,000,000 EGP

### **HR STRATEGIC PLANNING:**

- Plan, develop, and implement HR strategies and initiatives aligned with the overall business strategy.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Manage and implement career path, succession & manpower plans.
- Deal with manpower surpluses and shortages.
- Work with senior management to identify resource gaps, overages, and upcoming needs.
- Review departmental personnel budgets with department heads and the executive team.

### **TALENT ACQUISITIONS:**

- Perform a full life-cycle search for select positions, including recruitment strategy development and candidate sourcing, resume review, qualifying, screening, interviewing, and determination of “fit” of potential candidates.
- Oversee efforts to improve traditional candidate sourcing methods and improve sourcing ability to ensure a healthy pipeline of qualified candidates is available.
- Manage relationships with preferred recruitment agencies and professional/industry associations.

### **PERFORMANCE MANAGEMENT:**

- Develop and oversee performance review processes.
- Provide training and counseling support for all the team members.
- Ensure timely completion of performance reviews by managers, including review with each staff member mid-year and at the end of the year.
- Manage compensation portion of the review process; develop clear guidelines for staff communications regarding base salary increases and incentive compensation.
- Work with Managers on the Performance Improvement Plan process.
- Manage and optimize current employee professional development programs.

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## **EMPLOYEE ONBOARDING:**

- Oversee all aspects of new employee onboarding, including orientation, HR policies, benefits enrollment, and training.
- Collaborate with the Admin executive to ensure that an onboarding plan is created and implemented with each new hire.
- Work with Managers on the Performance Improvement Plan process.
- Support hiring managers during the introductory period to assess the performance of new hires.

## **EMPLOYEE RELATIONS:**

- Provide employee relations counseling and problem-solving for managers and employees to ensure a productive work environment, remaining consistent with company values and policies.
- Engage external parties for counseling as appropriate.
- Maintain an open-door policy for staff and management to discuss concerns, provide guidance, and be a go-to resource.

## **TRAINING & DEVELOPMENT:**

- Identify training needs through (TNA & DNA data, performance appraisal reports, succession plans, and line managers recommendations).
- Dealing with training & consultation providers to get proper training offers.
- Control, manage, and evaluate training & development programs' efficiency.
- Managing all policies & procedures relevant to summer internships & traineeship.

## **COMPENSATIONS & BENEFITS:**

- Oversight benefits administration for all plans (health, social, and paid time off).
- Identify opportunities to introduce new benefit options that are both cost-effective and support talent acquisition and retention efforts.
- Identify and implement value-added benefits.
- Create Salary Structures and Grading Systems.
- Update all necessary relevant data to payroll system (Attendance, absence, penalties, new hires, resignations, annual increases, overtime, loans, social insurance & wages tax, etc.) every month to ensure full reconciliation with the financial department.

## **EMPLOYEE ENGAGEMENT:**

- Conduct employee surveys to measure employee satisfaction and collect feedback/employee perspective regarding programs, happenings, culture, and morale.
- Oversee office management to enable and support a productive and enjoyable work environment.
- Utilize and maximize office space and other creature comforts to positively impact morale.
- Develop and manage company team-building activities, including off-sites, retreats, and other events.

## **OFFBOARDING:**

- Manage the offboarding process to ensure legal and amicable separations.
- Participate in and lead termination discussions with the managers.
- Review exit interviews and make recommendations based on collective data.

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- Support managers during the termination process.

### **PERSONNEL & ADMINISTRATION:**

- Handle all hiring and termination procedures of employees: (employment offers, contracts, medical insurance procedures, hiring documents, termination related documentation; signed resignations, social insurance forms # 1, # 6 & # 2). Participate in and lead termination discussions with the managers.
- Create and update HR database and personnel files following Egyptian labor law & social insurance law.
- Handling issues related to social insurance & Labor Office authorities.
- Control all types of vacations and ensure compliance with labor law (annual, sick, casual, and maternity leaves).
- Perform interrogation and investigation procedures.



**CONCORD**  
FOR ENGINEERING & CONTRACTING

**Concord for Engineering & Contracting** Oct. 2016- May 2019

**Deputy Human Resources Manager International Co. ([www.concord-ec.com](http://www.concord-ec.com))**

**A USD 1.3 billion project awarded to a consortium of 4 companies – 2 from Egypt, Concord and Petro jet, and 2 international partners, Razel-Bec (France) and Cmc di Ravenna (Italy).**

- Spearheading the mobilization of manpower for the project.
- Implementing the HR Strategies and programs for the organization.
- Build and maintain strategic HR partnerships with all stakeholders.
- Design the HR Policy as well as the respective procedure and process flows covering the total HRM spectrum.
- Implementation of HR best practices to all employees in the day-to-day HR operations.
- Active recruitment activity to build up the organization encompassing local Egyptian talents and international expat talents.
- Coordinating/working independently in sourcing and recruitment activities and processing.
- Liaising with the HR Services providers externally.
- Offer HR consultative services to all line managers as well as to each staff member.
- Issuance of HR documents, offer letters/employment contracts, and HR Reports.
- Managing/coordinating/updating HR records and databases.
- New staff orientation briefings.

مجموعة بن لادن السعودية



**Saudi Bin Ladin Group (ABCD) SAUDI BINLADIN GROUP**

**Nov. 2012- July 2016**

**Senior Recruitment Specialist International Co. ([www.sbg.com.sa](http://www.sbg.com.sa))**

- Develop and maintain working relationships with hiring managers/executives in the business unit to understand current and future recruitment needs.
- Develops and updates job descriptions for projects and business units.
- Managing job vacancies, requirements to make recommendations on optimum sourcing channels.
- Managing all recruitment needs through the company portal, social media, and recruitment agencies.
- Screen resumes and /or conduct telephone interviews to ensure candidates meet minimum requirements of job.
- Screening interviewing, evaluating senior level position for all company vacancies.

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- Using behavioral interviewing techniques facilitates individual and/or panel interviews and provides support and counsel to hiring managers throughout the interviewing process.
- Negotiating with the senior level positions the company benefits and salary during the stage of the job offer.
- Manage the job offer process, including reference checks.
- Develop and update monthly recruitment report to the HR Director.
- Responsible for the company's international recruitment in Pakistan, India, and Egypt.
- Participating in arranging all the international recruitment campaigns with the HR Director for candidate's visas.
- Developing and maintaining a database for the senior positions for the company's future openings.



**Saudi Bin Ladin Group (BTAM) Mar.2010-Oct.2012**

### **Administration Chief. International Co. ([www.bt-am.com](http://www.bt-am.com))**

- Prepare monthly update manpower requirement.
- Review daily reservation bookings.
- Preparation of monthly management administrators and reports.
- Coordinate monthly attendance sheets.
- Apply the rules for further processing to the payroll section and review the process.
- Arrange, verify, and review all the administration circulars and memos.
- Follow up and control company HR workflow system.
- Review and direct all administrators' transactions.
- Supervise the documents needed for other departments.
- Dealing with executive management.
- Reviews, investigates, and corrects errors and inconsistencies in administration documents.
- Prepares administration statements & other reports to summarize administration positions.
- Provide all necessary administration information.
- Control and approve all business leave requests (B.L.R.) as per company policy.
- Control and monitor the weekly administration payment run.



**Saudi Bin Ladin Group (BTAT) May. 2008- Feb. 2010**

### **Sr. Admin. (Projects Coordinator) International Co. ([www.bt-at.com](http://www.bt-at.com))**

- To monitor administration petty cash for all projects & sites.
- Submitting required daily, weekly & monthly reports to various departments.
- Assists in the preparation of administration reports.
- Responsible for coordinating with projects managers and administrators to plan yearly vacations.
- Preparing and advertising job vacancies.
- Liaising and communicating with recruitment agencies.
- Preparation of recruitment reports and statistics.
- Correct & efficient maintenance of all HR files & updating when required in good time.
- Respond to employees' inquiries in human resources issues and ensure that they are resolved.
- Coordinate the non-technical training courses.
- Liaising with the clients, suppliers, and other staff.

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- Prepare presentations, correspondence, spreadsheets, and reports.
- Follow up on issuing insurance medical cards for all staff.

**Mechanics Arab Service Center**  **May. 2007- Apr. 2008**

**Customer Care Manager. Local Co. ([www.Renault.com.eg](http://www.Renault.com.eg))**

- Follow up on sold cars and its maintenance booking.
- Directing the customers to our maintenance center and supporting them with rescue cars.
- Ensure our service level and set up customer satisfaction with our services.
- Working on our customer's feedback to improve our given services.
- Working on our maintenance centers' productivity and rate of cars returns.
- Achieving the weekly non-returns cars to maintenance center again.
- Working on the trial of improvement our performance regarding customer's feedback.
- Daily, weekly, and monthly reports referred to top management.
- Assuring the International quality assurance of maintenance services.
- Arranging free maintenance campaigns.



**Al-Forsan Service Center Co.** **May 2003- Mar.2007**

**Customer Care Vice Manager. Multinational Co. ([www.eim-eg.com](http://www.eim-eg.com))**

- Daily follow-up on customers entering and exiting the branch, including all services.
- Assuring the developing and improving services.
- Building reports with customers to ensure their loyalty with our maintenance centers.
- Giving final solution to our customer to set single trip to maintenance center.



**Egyptour Co. for Tourism** **Jun. 1999- Apr. 2003**

**Public Relations Officer. Local Co. ([www.fanoos.com-info/egyptour.html](http://www.fanoos.com-info/egyptour.html))**

- Coordinate with the relevant authorities, such as the Ministry of Tourism & Chamber of Tourism, for the company's activities.
- Confirming and arranging customers' hotel reservations and bookings.
- Participate in meetings by government agencies.
- Represent the company in internal and local conferences and exhibitions.
- Arrange and set up the company's advertisements in newspapers.
- Assist colleagues to improve the company image and give a good impression.
- Coordinate with other tourism companies to build an economic union for better customer service.

**Languages.** English & Arabic.

**Working Skills.**

- Leadership capabilities in the massive work environment.
- Self-motivation, decision-making attitude, and result-oriented behavior.
- Excellent planning and organizing skills.
- Self-starter capable of operating with little supervision and ability to escalate issues timely and appropriately, logically and methodically.

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- Time management skills.
- Advanced managerial & Administration analysis skills.
- Flexible, team player, able to work with minimal supervision.
- Comfortable working in both an office and a projects environment.
- Efficient work with all staff levels and great communication skills.
- IT Skills – Microsoft Office – PowerPoint – MS Project.

### **Professional training.**

- HRBP-Human Resources business professional (SHRM).
- HR Menaitech systems (Mena HR-Mena Payroll-Mena Me) & EHRMS – HR work flow system.