

# AMR SHABAYEK

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## OBJECTIVE

I am a strategic HR leader with over 15 years of experience in HR and administration across diverse industries. I drive organizational change and HR initiatives that enhance performance and profitability grounded in the belief that human capital is every organization's greatest asset for achieving the company vision.

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## SKILLS AND ABILITIES

Strategic HR Planning & Execution, Workforce Planning, HR Policy Development & Implementation, Full-Cycle Recruitment Expertise, Compensation & Benefits Management, Strong Business Acumen and Data Analysis & Reporting, Hard worker, Presenter, Problem Solver, Resilient.

Microsoft Office Suite: Proficient in Word, Excel, PowerPoint, Outlook

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## EXPERIENCE

- Jun 2024 to Present

### **Chief People Officer at ATEB Group**

Alexandria, Egypt.

Industry: Logistic and Business Services - Other. Company Size: 500-1000 employees

ERP :Odo

#### **Job Responsibilities and duties:**

- Serve as a strategic advisor to the executive leadership team on all HR-related matters, including organizational development, talent management, and change management.
- Identify and anticipate HR trends and challenges within the logistics industry and proactively develop solutions.
- Ensure consistent application of HR policies, procedures, and best practices across all companies, while allowing for necessary local adaptations.
- Lead and manage group-wide HR projects and initiatives, such as compensation and benefits reviews, HRIS implementation, and talent acquisition strategies.
- Lead organizational design and restructuring efforts as needed to optimize efficiency and effectiveness within each company and across the group.
- Implement and analyze employee surveys to identify areas for improvement in employee engagement.

- Foster a culture of continuous improvement within the HR function and across the group.
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• December 2021 to May 2024 (2 Year, 6 Month)

**HR Director at Mwasalat Misr**

Egypt Cairo, Egypt

Industry: Public Transport, Advertising, IT and asset management. Company Size: 500-1000 employees

ERP :Odoo

**Job Responsibilities and duties:**

- Develop and execute comprehensive HR strategies aligned with Mwasalat Misr's operational and strategic goals.
- Lead the design, implementation, and administration of all HR functions, including talent acquisition, compensation and benefits, employee relations, learning and development.
- Ensure compliance with all relevant labor laws and regulations.
- Foster a positive and productive work environment, promoting strong employee relations and effective communication across all levels of the organization.
- Lead organizational development initiatives to enhance organizational effectiveness, culture, and employee engagement,
- Manage the HR budget effectively, ensuring resources are allocated strategically to support HR initiatives and organizational needs.
- Serve as a key member of the senior leadership team, providing strategic HR counsel and contributing to overall business decision-making.

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• December 2018 to December 2021 (3 Year, 0Month)

**HR Director at Vernbro Global investment**

Egypt Cairo, Egypt

Industry: Construction, Logistic and pharmaceutical. Company Size: 1000-1500 employees

ERP: Microsoft Dynamics 365

**Job Responsibilities and duties:**

- Create and implement comprehensive HR policies and procedures.
- Build and maintain critical HR infrastructure, including standardized hiring procedures, comprehensive personnel files, clear job descriptions, equitable pay structures, and effective performance evaluation processes.
- Collaborate with senior management across all business units to identify current and future resource gaps.
- Develop, oversee, and ensure the timely completion of performance review processes.

**Achievements:**

- Develop and Implement New HR Policies.
  - Recruit and select more than 500 employees for several sectors.
  - Build all of the following: Hiring procedures, Personnel files, Job description, Pay structure and Performance evaluation process.
  - Successfully represented HR in the company's ERP implementation, ensuring HR processes were accurately mapped.
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- Jun 2016 to December 2018 (2 Year,7 Month)

## **HR & Administration Manager at Gyproc Egypt (Saint Gobain Group)**

Industry: Construction Products. Company Size: 101-500 employees

ERP: Microsoft Dynamics Axapta 2012

### **Job Responsibilities and duties:**

- Oversaw the full spectrum of human resources and administrative functions.
- Developed and implemented HR policies and practices aligned with World Class Manufacturing (WCM) standards.
- Directed the creation and efficient execution of training plans, with a focus on occupational health and safety to minimize work-related injuries.
- Managed employee performance assessment processes, including identifying performance gaps and developing targeted training initiatives to enhance individual and overall productivity.
- Administered personnel-related documentation such as contracts and employee loans.
- Managed employee retirement processes and pension administration.
- Ensured consistent application of HR and administrative management policies.

### **Achievements:**

- Collaborated with cross-functional teams during the digital transformation to strategically integrate HR systems and processes.
- Reduced individual employee cost by average 7% annually through effective cost management strategies.
- Cultivated a more positive and productive workplace culture, improved employee conduct, and increased awareness among the workforce.
- Boosted individual and total productivity by an average of 16% annually through the implementation of performance enhancement programs.

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- Jun 2015 to Jun 2016 (1 year)

## **Group HR Manager at Kadmar Group**

Alexandria, Egypt.

Industry: Logistic and Business Services - Other. Company Size: 101-500 employees

### **Job Responsibilities and duties:**

- Lead and direct the HR functions across the group of companies.
- Establish and maintain a safe, secure, and compliant workplace environment across all group locations.
- Create development programs to enhance employee skills, career growth, and overall capabilities, aligning individual development with the strategic needs of KADMAR Group business.
- Enhance customer satisfaction by developing and overseeing targeted training plans that equip employees with the necessary skills and knowledge to excel in their roles.
- Oversee the consistent application of HR policies and procedures across the group, ensuring fairness, legal compliance, and alignment with the overall business strategy of the Group.

**Achievements:**

- Developed and implemented a new employee performance management system,
  - Led the expanding recruitment sources and strengthening employer branding.
  - Redesigned and optimized the candidate selection process, incorporating psychometric assessments to gain deeper insights into candidate aptitude, personality, and cultural fit.
  - Participated actively in the governance process
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- May 2014 to Jun 2015 (1 year and 1 month)

**HR Manager at Egypt Tailoring Company (Arafa Holding Group)**

10<sup>th</sup> of Ramadan City, Egypt.

Industry: Clothing and Textile Manufacturing. Company Size: More than 3000 employees

HR Team: 20

ERP: Microsoft Dynamics Axapta 4.0 (Right HR module compatible with Axapta)

**Job Responsibilities and duties:**

- Lead and manage all aspects of the Human Resources function
- Oversee the full-cycle recruitment and onboarding process for a diverse workforce.
- Develop and implement comprehensive training and development programs focused on enhancing technical skills, quality standards, and efficiency among production teams to consistently meet and exceed export requirements.
- Manage performance evaluation processes that emphasize quality.
- Ensure strict adherence to all relevant labor laws, ethical sourcing standards, and international compliance regulations crucial for maintaining export market access and a reputable employer image.
- Develop and implement HR policies and procedures that support a culture of quality, continuous improvement, and accountability throughout the production process.
- Collaborate closely with production management, quality assurance teams, and export departments to ensure HR practices effectively support the achievement of production targets.
- Manage employee attendance, timekeeping, and leave processes, ensuring adequate staffing levels to meet production schedules and maintain consistent quality for export orders.

**Achievements:**

- Successfully addressed a high employee turnover rate, achieving a 27% decrease in 6 months by identifying root causes and implementing a revitalized onboarding and orientation process.
  - Utilizing non-traditional means in sourcing methods such as establishing agreements with entities like orphanages and international organization such as "save the children".
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- May 2011 to May 2014 (3 years)

**HR Manager at Mobillink**

Cairo, Egypt.

Industry: Telecommunications Services. Company Size: 101-500 employees

**Job Responsibilities and duties:**

- Lead and oversee the full-cycle recruitment process for all employee levels (white collar and blue collar).
- Develop and manage comprehensive training programs to ensure employees acquire the necessary certifications and skills to meet the technical and safety standards required by the international partners.
- Ensure HR processes and procedures adhere to ISO 9001/relevant quality management standards.
- Manage and oversee the accurate and timely processing of payroll and compensation, ensuring compliance with varying regulations across different work locations and potentially including specialized compensation structures common in the telecom industry.

**Achievements:**

- Redesigned and implemented a performance-based incentive system, directly correlating with a measurable reduction in labor turnover by strategically aligning incentives with key productivity and quality KPIs in telecommunication operations.
- Led the development and deployment of an enhanced allowances framework, demonstrably improving work quality and significantly decreasing rework/error rates

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- May 2007 to May 2011 (4 years)

**HR Manager at Nafezomatic**

Cairo, Egypt.

Industry: Engineering Services. Company Size: 101-500 employees

**Job Responsibilities and duties:**

- Developed and executed recruitment plans to attract and secure top technical talent, directly supporting Nafezomatic's operational capabilities and growth.
- Led the development and delivery of targeted on-the-job training programs,
- Managed the payroll and incentive structure, ensuring fair and performance-based compensation that drove employee engagement
- Served as a trusted advisor to management in the selection of blue-collar personnel, contributing to the recruitment of a skilled and reliable operational workforce.
- Proactively managed the engagement of casual workers, ensuring timely and efficient onboarding to meet fluctuating workload demands.

**Achievements:**

- Developed and implemented a performance-based incentive system that effectively reduced employee turnover by 13% and boosted worker productivity by 11%.

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**EDUCATION**

- 2012 - 2015 **Master in Business Administration (Human Resources Major)** Arab Academy for Science, Technology and Maritime Transport, Egypt.  
Overall Grade: Excellent

- 2009 - 2011 **Post Graduate Diploma in Engineering Managment** Faculty of Engineering, Cairo University, Egypt.  
Overall Grade: Very Good
  - 1990 - 1995 **BSc in Electrical Engineering in Electronics and communication engineering** Faculty of Engineering, Alexandria University, Egypt.  
Overall Grade: Very Good
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### TRAINING

- Completed training courses and workshops covering talent acquisition, performance management, coaching for performance, compensation management, and organizational development and Quality Control & Quality assurance (ISO 9001/2008, ISO 14001:2004 , ISO 18001:2007).
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### LANGUAGES

- Arabic: Fluent.
- English: Full Professional Proficiency.
- French: Basic.