

# Kareem M. Farrag

## SR. HUMAN RESOURCES BUSINESS PARTNER

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### PROFESSIONAL SUMMARY

Strategic Human Resources Business Partner with 13+ years of progressive experience across pharmaceutical, manufacturing, construction, logistics, insurance, and investment sectors in Egypt and the Gulf region. Proven expertise in aligning HR strategies with business objectives, workforce planning, organizational development, and change management. Strong background in performance management, compensation & benefits, HR analytics, employee relations, and labor law compliance. Adept at partnering with senior leadership to deliver data-driven HR solutions and enable sustainable business growth in complex, multi-site environments.

### CORE COMPETENCIES

- HR Business Partnering & Strategic Advisory
- Workforce Planning & Organizational Design
- Talent Acquisition & Succession Planning
- Performance Management Systems
- Compensation, Benefits & Job Evaluation
- Employee Relations & Labor Law Compliance (Egypt & KSA)
- HR Analytics & Reporting
- Change Management & Cultural Transformation
- Learning & Development
- HR Policies & Governance

### PROFESSIONAL EXPERIENCE

#### Sr. Human Resources Business Partner | Zeta Pharma | Cairo, Egypt

##### Jan 2025 – Present

- Act as a strategic HR partner to business leaders, aligning people strategies with corporate objectives and operational priorities.
- Lead workforce planning and organizational restructuring initiatives across manufacturing and corporate functions (700+ employees).
- Drive end-to-end performance management cycle achieving 98%+ completion rate.
- Partner with Talent Acquisition teams to drive effective hiring strategies and improve quality of hire.
- Standardized and optimized HR governance framework reducing compliance risk exposure across manufacturing operations.
- Analyze HR metrics (headcount, turnover, engagement, productivity) and provide actionable insights to leadership.
- Lead employee relations cases, investigations, and disciplinary actions with fairness and legal compliance.
- Improve employee engagement score by 12% through targeted culture initiatives.
- Reduce escalation cases by 20% through proactive coaching and policy clarification.
- Collaborate with Compensation, OD, L&D, and HRIS teams to deliver integrated HR solutions.
- Provide ongoing coaching to managers on performance management, career development, and

#### Human Resources Business Partner | SKY HRT | Cairo, Egypt

##### Jan 2024 – Jan 2025

- Delivered end-to-end HR Business Partnering support to multiple client organizations across diverse industries.
  - Advised senior leadership on workforce planning, talent development, and organizational effectiveness.
  - Led performance management frameworks and supported leadership capability development.
  - Managed employee relations cases and ensured compliance with labor laws and internal policies.
  - Provided HR analytics, dashboards, and reporting to support informed decision-making.
  - Supported compensation reviews, job evaluations, and HR policy implementation initiatives.
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## Principal of Human Resources | Al Marasem Holding | Cairo, Egypt

**Feb 2022 – Feb 2023**

- Developed and executed enterprise-wide HR strategy aligned with business objectives and expansion plans.
  - Led workforce planning, succession planning, and organizational development programs.
  - Oversaw recruitment, onboarding, payroll, HRIS, and personnel administration functions.
  - Designed compensation and benefits structures to ensure internal equity and market competitiveness.
  - Provided strategic HR advisory to executive leadership and business unit heads.
  - Drove culture transformation, employee engagement, and retention initiatives.
  - Led change management initiatives supporting organizational restructuring and growth.
  - Built, mentored, and developed HR teams to enhance overall HR capability.
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## Senior Human Resources Generalist | Saad Alessa Metal Industry Co. | Dammam, Saudi Arabia

**Dec 2019 – Jan 2022**

- Managed day-to-day HR operations including employee relations, payroll, benefits, and compliance.
  - Partnered with managers to resolve employee relations issues and promote a positive workplace culture.
  - Conducted investigations, disciplinary actions, and ensured compliance with Saudi labor law.
  - Supported recruitment activities including sourcing, interviews, and onboarding.
  - Coordinated performance management processes and ensured timely completion.
  - Maintained HR policies, procedures, and employee handbooks.
  - Monitored HR metrics and prepared management reports.
  - Supported training initiatives and workforce planning activities.
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## Human Resources Supervisor | Al Arfaj Holding | Riyadh, Saudi Arabia

**Apr 2015 – Sep 2019**

- Supervised HR operations including recruitment, payroll, employee relations, and compliance.
  - Led performance management cycles and supported succession planning initiatives.
  - Oversaw onboarding, orientation, and employee lifecycle processes.
  - Ensured compliance with Saudi labor law and company policies.
  - Managed payroll accuracy, benefits administration, and leave management.
  - Resolved employee relations and disciplinary cases.
  - Provided HR coaching and guidance to line managers.
  - Analyzed HR KPIs such as turnover, absenteeism, and time-to-hire.
  - Mentored junior HR staff and supervised daily HR activities.
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## Human Resources Specialist | SKY Group | Cairo, Egypt

**Dec 2013 – Feb 2015**

- Administered payroll processing and HRIS systems.
  - Updated HR policies, procedures, and employee handbooks.
  - Supported recruitment, onboarding, and job analysis activities.
  - Maintained employee records, contracts, and documentation.
  - Supported performance management cycles and HR reporting.
  - Coordinated employee engagement initiatives.
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## Human Resources Coordinator | Al Arabi Company | Cairo, Egypt

**Jan 2013 – Dec 2013**

- Supported recruitment, onboarding, and HR administration activities.
  - Maintained employee records and HR databases.
  - Assisted payroll processing and attendance tracking.
  - Prepared HR reports and tracked key HR metrics.
  - Supported training and performance management programs.
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## EDUCATION

### **Bachelor's Degree in Business Administration**

The Higher Institute of Cooperative Studies & Management – Egypt

2011 | Grade: 79/100

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## CERTIFICATIONS

- Professional in Human Resources – International (PHRI) | HRCI | 2018
  - Human Resources Diploma | RCIC | 2012
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## TECHNICAL SKILLS

- HRIS: Workday, SAP, Oracle, SuccessFactors
  - Microsoft Excel (Advanced), PowerPoint, Word
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## LANGUAGES

- Arabic: Native
- English: Fluent / Professional Working Proficiency