

# Hazem Gamil Darwish Mahmoud Alshaar

## Talent Acquisition Management & Performance Management lead

Mohandessin, Giza, Egypt

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### Summary:

Talent Management and HR professional with 10+ years of experience supporting business growth across manufacturing, technology, and service environments. Proven track record in performance management systems, workforce planning, succession planning, and employee development for both blue-collar and white-collar workforces. Strong experience working closely with operations and leadership teams to identify skill gaps, design learning initiatives, and drive engagement, retention, and continuous improvement cultures.

### Education:

Business Administration post graduate Diploma, **Human Resources Management** Specification, Faculty of commerce, Cairo University. (2018)

**Grade: V. Good**

**Bachelor's degree in Accounting**, Faculty of commerce, Cairo University. (2012)

### Professional Certifications & Learning:

#### • Human Resources Foundations (CIPD)

HR fundamentals, employee lifecycle, performance management, employee relations, learning & development.

#### • HR as a Strategic Business Partner – LinkedIn Learning.

(2025)

Recognized by SHRM & HRCI

### Work Experience:

- ✓ **ZINAD IT “Cyber Security service Provider”, UAE, Egypt, KSA & USA.**

**Regional Senior HR Specialist**

(Nov.2023-Till Now)

**\*Acting as HR Manager since Jan 2025 – Leading 1 Sr. HR Specialist & 2 HR Specialists.**

#### Achievements:

- Led performance management cycles including goal setting, KPI alignment, evaluations, and variable pay.
- Enhanced HR reporting accuracy through digitized payroll and leave tracking.
- Successfully executed talent development and learning programs aligned with business priorities.
- Streamlined recruitment and onboarding workflows, reducing time-to-hire by 25%.

#### Responsibilities:

- Partner with leadership to assess skill gaps and development needs across technical and corporate teams.
- Supporting talent development initiatives and learning programs aligned with business priorities.
- Partner with leadership in workforce planning and talent readiness across multiple regions.
- Leading end-to-end talent acquisition across Egypt, UAE, KSA, and the USA for both technical and non-technical roles.
- Managing manpower planning, sourcing pipelines, competency-based interviewing, and quality-of-hire processes.
- Managing onboarding and offboarding processes ensuring smooth transitions.
- Managing internal and external training & Certification programs
- Develop and update HR policies, procedures, and compliance frameworks.
- Supervise employee engagement initiatives

- ✓ **First National Recruitment Company “FNRCO”, Riyadh KSA & Nasr City, Egypt.**

**Regional talent Acquisition Supervisor**

(Aug.2023-Oct.2023)

- Managed a multi-national recruitment team in KSA overseeing sourcing and position assignments.
- Coordinated hiring plans between Egypt and KSA branches to meet client requirements.
- Carried out duties from the Egypt branch (LINRCO, Nasr City) until traveling to KSA.

- ✓ **Peerless Technology “Odo Gold Partner”, Giza, Egypt. (Egy, KSA, UAE & USA)**

**Regional HR & Administration Executive Manager**

(April.2020-Aug.2023)

#### Achievements:

- Designed and implemented the company’s first performance management and KPI framework.

- Built succession pipelines for key technical and commercial roles.
- Led workforce planning and talent development initiatives supporting business scalability.
- Improved retention and engagement through structured performance and career clarity.
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**Responsibilities:**

- Created and implemented new internal policies and penalty frameworks.
- Ensured compliance with company regulations and maintained accurate HR documentation.
- Developed job descriptions and job analysis for all company roles.
- Built effective pipelines in niche Odoo market and solved talent shortage issues.
- Led evaluation cycles and recommended action plans (promotions, transfers, terminations).
- Ensured compliance with company regulations and maintained accurate HR documentation.
- Oversaw monthly payroll including overtime, leaves, promotions, resignations, and penalties.
- Managed personnel files, insurance records, and employee documentation end-to-end.
- Conducted exit interviews and implemented retention activities to enhance stability.
- Tracked recognition, violations, and corrective actions ensuring documentation accuracy.

**Part-time HR Consultant at Tathkarah & Kuwait coding**

(April.2020-Aug.2021)

✓ **Tathkarah Travel & Tourism & Kuwait Coding, Giza, Egypt.**

**Regional HR & Administration Executive Manager**

(June.2019-Mrarch.2020)

**Achievements:**

- Established legal presence in Egypt, ensuring full regulatory compliance.
- Handled a complete office relocation, securing a new site with adequate infrastructure that fully supported business operations without any service disruption.
- Developed job descriptions and implemented first Performance Management and Increment Plan and successfully applied it retroactively to ensure fairness and alignment with employee contributions.
- Introduced measurable KPIs and career development visibility.
- Developed and documented job descriptions for all positions across the company, creating structure and clarity for roles and responsibilities.
- Conducted a comprehensive salary benchmarking study within the Travel & Tourism industry and adjusted employee salaries accordingly to ensure competitiveness and retention.
- Created an integrated Attendance & Payroll system, including monthly salary slips from the first month of joining, ensuring transparent and accurate payroll management.
- Shifted the company's salary payment method from cash to payroll cards, improving financial control, transparency, and employee convenience.

**Responsibilities:**

- Supervised payroll, contracts, leave management, and employee records.
- Prepare the Manpower Planning and Recruitment Plan Aligning with company departments.
- Monitors and constantly reduces the costs of the recruitment process.
- Conducting competency-based interviews and evaluating candidates' education and experience to determine qualifications and select the best fit.
- Manage the performance appraisal cycle by setting SMART objectives, cascading evaluations across competencies, and finalizing reports with recommended actions (promotions, transfers, terminations).
- Prepare monthly payroll considering all relevant actions (overtime, vacations, resignations, promotions).
- Track employee progress, recognitions, and policy compliance.
- Manage hiring and exit paperwork, contract renewals, and supervise labor and social insurance documentation.
- Manage office operations, petty cash, and supervise three office staff on a 24/7 shift basis.

✓ **(HRIB)HR international Business, Dokki, Egypt.**

**Recruitment, Outsourcing, training and HR consultations company – Accredited by HRCI, PMI, ACB and Ain Shams**

**University.**

**Regional Talent Acquisition Accounts Manager.**

(May.2018-June.2019)

**Achievements:**

- Successfully executed a high-pressure project to recruit seasonal staff just one week before Ramadan, ensuring full coverage for the month despite tight deadlines.

**Responsibilities:**

- Supervised and managed a team of three coordinators.
- Managed multi-industry blue-collar and white-collar recruitment.
- Oversaw personnel files for outsourcing projects and maintained client relationships.
- Manage client recruitment requests by negotiating plans, preparing job descriptions, coordinating processes, and following up on payments.
- Oversee Wuzzuf, Forasna, and LinkedIn accounts, source candidates via multiple channels, and maintain the company database.

**CAREEM Egypt, Arkan Plaza, Zayed, 6th of Oct–Smart Village–Mohandessin site**

**Captain acquisition Lead**

(Jan.2017- May.2018)

**\*Acting as Mohandessin Site Manager from Nov.2017**

**Responsibilities & Achievements:**

- Streamlined captain onboarding and data verification projects.
- Implemented initiatives to prevent fraud and ensure compliance.
- Standardized job descriptions for trainers and super captains, enhancing role clarity.
- Merged Captain Acquisition, onboarding, and support coordinator roles, improving operational efficiency.
- Managed end-to-end onboarding and HR processes for captains.
- Oversaw site resources, including petty cash and supplies.

✓ **Nestle Ice cream Factory, 6th of Oct**

**• HR & Admin Specialist**

(Jan.2015-Dec.2016)

**• HR Coordinator**

(Jan.2014-Dec.2014)

**Achievements:**

- Initiated a project to connect Military status renewals with employees opening and renewing contracts.
- Initiated a project to connect penalties with employees' evaluation appraisal and opening & renewing contracts.
- Organized employee files by ID, created a table of contents, and ensured all file contents were complete.

**Responsibilities:**

- Follow up 2 HR Coordinators, 10 Time Administrator and Management Building GS workers.
- Aligning with every department that they received their need of manpower according to the recruitment plan.
- Proactively coordinated with department managers to manage seasonal workforce, ensuring timely contract renewals and operational continuity.
- Maintaining the seasonal Resourcing plan & Recruiting the required seasonal HC meeting the Operating plan.
- Responsible for 5% Disabilities recruitment.
- Following up Receiving Applicants calls and filling their data.
- Responsible for seasonal Applications, orientation training and tests.
- Aligning with safety and quality departments for their orientation training.
- Meeting deadlines for the Governmental hiring/firing legal documents.
- Manage military status renewals and issue warnings or contract termination letters for non-compliance and absenteeism.
- Assist in employee investigations and enforce penalties per Nestle Hand Book and labor law, recording them monthly after approvals.
- Manage monthly KRONOS attendance closing, administer leaves, ensure compliance with labor law and company policies, and handle employee requests within 1-day SLA.

✓ **Billing Officer, Nestle Ice cream Egypt, Barageel Distribution Centre.**

(March.2013-Dec.2013)

**Responsibilities:**

- Review sales invoices
- Close sales on SAB
- Follow up sales men balance
- Follow up customer Accounts invoices and Balances.

- Make sure for any new products Update hand held to avoid any problems with the salesmen Do the software installations and maintenance of Hand-held Motorola devices.
- Make sure that all Hand-held devices have been updated with the new products before sales men start their trips. Member of N C E team

✓ **Call center agent, Divine-worx Project, [Raya Contact Center](#).**

(Nov.2012-March.2013)

#### **Training Courses:**

- **PHR Workshop, at EBS “Egyptian Business school” with Mr. Hussam Eldin Gamal.**

(Oct.2017- Dec.2017)

Practical Job Analysis and Job description design.

Applying Competency Model on all company divisions and all functional levels.

Training needs Analysis Workshop.

Advanced Excel for HR Practical Work shop.

#### **Scholarships:**

- **Entelaqa program**, Key CDC office, Cairo University, in association with Shell & British council

(Sep 2012)

Basics of Market research, marketing, accounting for small business and communication skills.

- **Microsoft ICT training** (Up your Potential Program).

(July.2012)

Advanced MS Windows, MS Office and TOT Training.

- **MUSHARAKA Program, EFE (Education For Employment Foundation).**

(Sep.2011-Dec.2011)

English Practice with native speakers, soft skills and Training at an NGO.

#### **Extracurricular Activities:**

- **Member in Awsim life Makers NGO “Member in the NGO Board”**

(Feb. 2011-Dec.2016)

Member in and HR of INSAN project for 4 years.

Head of INSAN project for 2 years.

- **Intern at EFE, programs department.**

(Jan.2012-May.2012)

Calling candidates, making sure of their data and entering it.

Help interviewing, filtering candidates and entering their data.

- **Intern at Ashoka Arab World, venture department.**

(Oct.2011-Dec.2011)

Translating, organizing and making table of contents for documents.

#### **Skills:**

##### **Computer skills:**

- Excellent Super user for multiple HRIS, ERPs Specially "Odo", & ATS.
- Super user of MS windows, Word, Excel, PowerPoint, Visio and Internet.
- Good user of MS Access and MS Project.

##### **Language Skills:**

**English:** Excellent command of both written and spoken.

#### **Personal Data:**

- **Date of birth:** 30<sup>th</sup> of December, 1989.
- **Military Status:** Exempted.
- **Marital Status:** Married.