

MOHAMED SALAH

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Strategic Human Resources Manager

PROFESSIONAL PROFILE

Cross-cultural & Versatile Human Resource HR professional with hands-on 15 years of experience in many diversified industries (Real Estate, Medical suppliers, Engineering, Freight forwarding, F&B, Manufacturing, Automotive, IT, INGO, Retail, Marketing, Transportation, Law firm and Telecommunication)

Human-Resource strategy, objectives, policies	Workforce Planning
Succession planning and programs	Domestic and international recruitment and staffing
Organizational Structures	Staff Induction & Training
Job Evaluation	Technical Headhunting
Policy Assessment	Organizational Planning
Talent Mapping	Operations Management
Workflow	Competency Assessment & Mapping
Compensation Planning & Grading Systems	Monitor and handling PMS
Payroll operations	Employee Relations

EDUCATIONS

▪ Human Resources Management Diploma	American University in Cairo	2017
▪ Licentiate Degree in Law	Cairo University	2007
▪ High School	Al Horreya language School	2003

PROFESSIONAL EXPERIENCE

HR Freelance Experience

- Artstone (Marble & Granite finishes), Service type (Recruitment).
- AL-Attabi Holding (diversified business unites), Service type (HR Strategic and Recruitment).
- Nile sons for building materials Marble & Geraint supply, Apply (Manufacturing), Service type (Recruitment & HR Operation).
- Salek (transportation), Service type (HR Operation).
- Infinity (Real Estate broker) Service type (Recruitment & Manpower planning).
- Opinov8 (Global IT Services, Service type(Tech. Recruitment).
- EL-Deeb Auto (Automotive Service),Service type (HR Strategic,HR Operation and Reecruitment).
- Fatoura (Reatil), Service type (Recruitment).
- Challenge (Law Firm), Service type (Recruitment & HR Operation).

Full time Experience

Head of HR (Managing team of 8)

From 4/2022 till now

Egyptian Red Crescent ERC (HC:400)

NGO (NS)

<https://www.egyptianrc.org/>

33 Abdel Razeq Al Sanhoury, Nasr City, Cairo.

Duties include:

- Enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Issued and implementing staff on loan policy with the IFRC.
- Successfully interviewed, hired, more than 5 individuals for IFRC direct recruiting.
- Successfully interviewed, hired, and trained more than 50 individuals for different humanitarian projects with (UNCEF, UNCHR, WHO, IOM, EUTF, IFRC, ICRC, USAID and UNRWA) within a tight deadline.
- Working closely with the HR team for ((UNCEF, UNCHR, WHO, IOM, EUTF, IFRC, ICRC, USAID and UNRWA)
- Issued Org charts for about 80 positions.
- Create and implementing new grading system and salary structure.
- Implementing new employee referral program reducing cost per hire by 35%.
- Chosen as the only employee from the human resource department to be sent to Lebanon for rigorous HR training spanning 1 week.
- Establish metrics-based performance management system with heavy emphasis on operating results.
- Improving overall employee efficiency from 75% to 92% and improving adherence to timelines by 28% overall the organization for all 26 branch.
- Re-Invent and improve work schedules including remote work to have all departments continue working with zero lay-offs or

turn over.

- Reporting and insights to inform business decisions
 - Utilizing data, KPI's, driving absenteeism rate down by 12% overall resulting in annual absenteeism cost savings of 10,635.
 - Develop effective Change and Engagement plans to support change activities across service line
 - Successfully deploy approach to Workforce Planning as part of financial planning cycle.
 - Manage all HR daily operation for all branches along Egypt.
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Talent Management & OD Section Head (Deputy HR Director)

(Managed team of 9)

From 9/2021 till 3/2022

Mwaslat Misr (HC:600)

Transportation

<https://www.mwasalatmisr.com/>

16 El Nozha St. - Heliopolis, Cairo.

Achievements

- Performed job analysis for about 300 employees.
 - Implemented training programs to apply principles of learning and individual differences.
 - Researched, developed and implemented programs focused on recruiting and retaining high-quality, diverse workforce.
 - Conducted needs analyses and cultural assessments to enhance organization- change.
 - Reported on proposed changes relevant to employee performance enhancement and efficiency boosting.
 - Created and improved HR processes, integrated practices and strengthened program operations.
 - Conducted research studies of physical work environments and structures to assess organizational functioning.
 - Used evidence-based, forward-thinking strategies to bring about and improve change at all levels.
 - Motivated and encouraged team members to communicate more openly and constructively with each other.
 - Demonstrated leadership by making improvements to work processes and helping to train others.
 - Created new programs (like driver's contest) that resulted in increasing productivity and customer satisfaction.
 - Resolved interpersonal conflicts by listening, finding common ground and building relationships.
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HR Manager (Managed team of 2)

Full time from 12/2019 to 6/2020

Part-time from 7/2020 to 9/2021

TATAS – Panasonic Egypt (HC: 150)

Telecommunication

<http://www.tataspro.com/>

91 El Shekh Rihan St. - Abdeen, Cairo.

Achievements

- Created and implemented policies designed to help evaluate new programs.
 - Issued Org charts for about 30 positions.
 - Issued and developed JDs about 30 position.
 - Implemented a compensation policy, increasing employee retention by 40%.
 - Identified and solved complex strategy problems to drive organizational goals.
 - Created and implemented new grading system and salary structure.
 - Assessed each employee's individual strengths and delivered mentoring to improve upon weak skill levels.
 - Built and maintained loyal, long-term relationships through effective management.
 - Streamlined operational efficiencies by coordinating staff development and succession planning.
 - Conducted staff evaluations and determined promotions and realignments or reductions in workforce.
 - Oversaw all corporate communications to streamline data and information sharing initiatives.
 - Empowered staff members to contribute to continuous improvement, quality and growth of company by using Offer Employee Training and enforce Accountability.
 - Hired and mentored core team, working to outline initial company policies and procedures.
 - Facilitated HR operations, including strategic workforce planning, performance management, staffing and administration of benefits.
 - Enhanced operational performance by developing effective business strategies, systems and procedures.
 - Introduced complete onboarding and training programs, surpassing established team sale targets and employee retention goals.
 - Monitored progress by establishing plans, budgets and measuring results.
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HR Manager (Managed team of 2)

From 6/2020 to 6/2021

Pavillion Architects (HC: 100)

Engineering

<https://www.pavillionarchitects.com/>

10 Al Ezaey Salah Zaki St., Square 1149, Sheraton Al Matar, Cairo.

Achievements

- Maximized team knowledge and productivity through the implementation of well-placed training procedures.
- Successfully interviewed, hired, and trained more than 50 individuals for engineering within a tight deadline.
- Singlehandedly maintained optimal staff levels by effectively tracking vacancies and initiating recruitment to identify talent.
- Suggested holding a series of HR seminars, as a result, managed to acquire top-level management talents.
- Implemented a compensation policy, increasing employee retention by 40%.
- Introduced the concept of ongoing training procedures for existing staff, increasing customer service quality by 50%.

- Implemented a comprehensive multi-year healthcare benefits policy, which resulted in reducing costs by 500,000 per year.
- Improved relations between employees and management by effectively implementing team-building activities.
- Considered to be instrumental in introducing a new web portal responsible for distributing relevant information to employees on all levels.
- Suggested implementation of work processes to ensure employee harmony, which increased the general sense of well-being amongst teams.
- Manage daily HR operation for 5 sites along Egypt.
- Manage all the payroll cycle.

HR Consultant / Team Leader (Managed team of 6)

From 10/2018 to 11/2019

Qmind for Human Capital Management (HC: according to the client)

HR Consultancy (Land mark, Mori co., Catalyst, AOL, EBC, EL-Ahlya, HDG, Touch Media, Inveswell and Grid)

<https://qmind.net/>

48 El Horreya St. - Heliopolis, Cairo.

Achievements:

- Performed job analysis for 10 companies about 300 to 400 employees.
- Issued and developed Org charts V0 & V1 for 8 companies about 50 positions for each company.
- Issued and developed JDs V0 & V1 for 8 companies about 50 positions for each company.
- Issued policies and manuals for 10 companies (recruitment – resignation – attendance - custody loans – leaves – rewarding – training - code of conduct – employee handbook).
- Managed payroll for 3 companies about 150 employees.
- Issued and developed PAFs for 8 companies about 50 positions for each company.
- Issued monthly pack of reports for 4 companies (employees data base – new hires – resignations).
- Prepared compensation packages for 4 companies include (commission scheme – bonus – allowances).
- Prepared an induction program for 5 companies for all employees and newly hired employees.
- Performed general workflow for 5 companies.
- Performed TNA for 4 companies based on 3 levels (employees – tasks – organization).
- Prepared grading system for 4 companies the whole organization that position each job on a grade with respect to all jobs across the organization.
- Issued a mainframe and structure of the salaries of 4 companies inside the organization based on benchmarking with the market segment.

HR Supervisor (Managed team of 2)

From 05/2017 to 9/2018

**Bahrawy Consultancy Group BCG
(HC:100)**

Engineering

<http://bahrawy-consult.com/>

16 Josef Tito Elnozha Elgdidah,
Cairo.

HR Supervisor (from 2015-to 2017) (Managed team of 4)

Sr. HR Specialist (from 2013-to 2015)

HR Specialist (from 2011-to 2013)

From 12/2011 until 05/2017

**El Afifi Expertise House for Engineering Consultant
(HC: 200)**

Engineering

<http://elafificonsultant.com/>

22 Elobour Buldings Salah Salem Road, Cairo.

HR Generalist

From 12/2009 until 02/2011

**AL-SALEM Quality solutions for welding
& cutting. (HC: 130)**

Manufacturing

<http://alsalemq.net/service/al-salem-rods/>

36 Mohamed H.Heikal st.Nasr City,
Cairo

CERTIFICATIONS

- Certificate in General course in international arbitration from center of arbitration at Ain Shams University from Oct.18/2008 to Oct.23/2008.
- Certificate in Depth course in international arbitration from center of arbitration at Ain Shams University from Nov.8/2008 to Nov.15/2008.
- Certificate in Strategic management course at AUC-SCE from 5-23 Oct. 2016.
- Certificate in Document control and Information management at AUC-ESS 18-22 Dec. 2016.
- Certificate in Project management professional (PMP) at EXPERT from Dec. 23/2016 to Feb.17/2017.
- Certificate in Labor law and payroll management at campus from Apr. – Jun. 2017.
- Certificate in ISO 9001-2015 from Master for integrated system.
- Certificate in conflict resolution from Qmind Academy Oct. 2018.
- Certificate the sub-regional Protection, Gender, and Inclusion (PGI) Focal Points Training - Middle East and North Africa 14th November – 17th November 2022.

PERSONAL INFORMATION

- **Date of birth:** 23rd July 1986.
- **Nationality:** Egyptian.
- **Marital status:** Married and have 2 sons.
- **Military service:** Exempted.