

Ramy Abdelwahab Sobhy

Human Resources Manager

CONTACT DETAILS :-

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OBJECTIVE :-

- Human Resources & Manager with 14+ years of progressive experience across construction, hospitality, healthcare, pharmaceuticals, and consulting sectors. Proven ability to build HR structures from the ground up, manage full employee life cycles, lead HR operations, and align people strategy with business objectives. Strong background in Egyptian labor law, payroll, organizational development, and employee relations. Known for integrity, resilience, and results-driven leadership.
- Human Resources professional with robust experience in talent acquisition, employee relations, and performance management. Proven track record of fostering strong team collaboration and driving results through strategic initiatives. Skilled in conflict resolution, training and development, and organizational development. Adaptable and reliable, ensuring alignment with evolving business needs.

EDUCATION :-

- MBA - RB Collage – United kingdom 2023 - Specialty: **Human Resources**
- Faculty of Law, Tanta University 2010 -Specialty: **Public Law**.

CORE COMPETENCIES:-

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| ● HR Operations & Strategy | Recruitment & Talent Acquisition |
| ● Employee Relations & Conflict Resolution | Payroll & Compensation & Benefits |
| ● Egyptian Labor Law & Compliance | Performance Management Systems |
| ● Organizational Development | HR Policies & Procedures |
| ● Training & Development | Administrative Operations |

EXPERIENCE:-

HUMAN RESOURCES MANAGER – NEW CAIRO (UNITED COMPANY FOR CONSTRUCTION & TOURISM – LAKE HOUSE THE CLUB – DUSIT THANI CAIRO HOTEL FROM 04 / 2024 TILL PRESENT)

1. Lead full HR and administrative operations for hospitality and construction activities.
2. Manage recruitment, on-boarding, contracts, payroll, attendance, and disciplinary actions.
3. Ensure compliance with Egyptian labor law and internal policies.
4. Act as strategic HR partner to senior management.

HUMAN RESOURCES MANAGER - DOKKI (EXPERT ENGINEERS CO. FROM 05 / 2023 TILL 04/2024)

1. Established HR systems, policies, and job structures.
2. Managed workforce planning, recruitment, and performance evaluations.
3. Supervised payroll, social insurance, and employee records.

HUMAN RESOURCES CONSULTANT – DOKKI (MASR SCOPE CO. FROM 01 / 2023 TILL 05/2024)

1. Provided HR consulting services including policy development and HR restructuring.
2. Supported recruitment processes and HR compliance reviews.

HUMAN RESOURCES MANAGER - MASR AL-GADIDA (AL-KHOLAFAA AL-RASHEDIN HOSPITAL. FROM 01 / 2022 TILL 01/2023)

1. Managed HR operations for medical staff and administrative employees.
2. Implemented performance appraisal systems and training plans

HUMAN RESOURCES & ADMINISTRATION MANAGER - NASR CITY – ISMAILIA FACTORIES – 6 OCTOBER FACTORY (MEDICAL UNION PHARMACEUTICALS CO. FROM 06 / 2013 TILL 01/2022)

1. Led HR operations across multiple Factories .
2. Managed large-scale recruitment, payroll, benefits, and employee relations.
3. Played key role in organizational restructuring and policy development

PERSONAL AFFAIRS SECTION HEAD .

- ADMINISTRATIVE PROSECUTION. FROM 01 / 2008 TILL 04/2013

PERSONAL AFFAIRS SECTION HEAD .

- BEHIRA SECURITY DIRECTORATE. FROM 05 / 2006 TILL 12/2007

COURSES:

1. HUMAN RESOURCES DIPLOMA: (MINISTRY OF YOUTH & SPORTS). **OFF LINE**
2. HUMAN RESOURCES DIPLOMA (EDRAAK) . **ON LINE**
3. MICROSOFT OFFICE (MINISTRY OF YOUTH &SPORTS). **OFF LINE**
4. DIGITAL MARKETING DIPLOMA (YAT LEARNING SOLUTION) .**OFF LINE**
5. HSE CERTIFICATION (OCCUPATIONAL SAFETY AND HEALTH AUTHORITY) .**OFF LINE**
6. JUSTICE THE KEY OF LEADERSHIP (MERL – IBDL INSTITUTE) .**OFF LINE**
7. ENGLISH COURSE (SKY LANGUAGE CENTER) .**OFF LINE**
8. REGIONAL NGO CAPACITY BUILDING WORKSHOPS (USAID + CLDP + EUROPEAN COMMISSION FOR CONSUMERS) .**OFF LINE**
9. MANAGEMENT OF CONSUMER ADVICE SERVICE TRAINING (TWINNING PROJECT + EUROPEAN UNION) . OFF LINE
- 10.ICDL TRAINING (OXFORD INSTITUTE) .**OFF LINE**
- 11.SAFE GARBAGE DISPOSAL SYSTEM (MINISTRY OF LOCAL DEVELOPMENT).**OFF LINE**
- 12.ELECTRONIC PUBLISHING TECHNOLOGY TRAINING (PETRA CENTER).**OFF LINE**

LANGUAGE:

- Arabic: (Mother tongue) fluent spoken & written.
- English: Good spoken or written.
- Russian: Fare Speak & Written.

MEMBERSHIP:

- Student at Presidential leadership program – **PLP**.
- Italian, German & American Chambers of Commerce
- Membership at United States of America laboratory(**Embassy of United States of America**)