

Hassan Mohamed Saeed

Human Resources Manager

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SUMMARY

With over 12 years of progressive experience in diverse industrial and commercial sectors, I am a highly accomplished and results-driven Human Resources Manager. Proven ability to elevate organizational performance by strategically managing and developing HR functions, including recruitment, training, employee relations, and KPI alignment. A recognized expert in cultivating and transforming organizational culture, with a successful track record in implementing cultural initiatives to drive engagement, retention, and sustained business success. Expert in personnel management and administrative leadership, with a strong focus on building high-performance teams and fostering an environment of delegation and development. Proficient in HRIS systems, including BambooHR and performance management platforms like Lattice. Seeking to leverage proven leadership and legal affairs expertise to drive organizational growth.

EXPERIENCE

HR Manager | GFI Company (Frozen Fruit Export)

Cairo, Egypt | 2020 – Present

- Lead and direct the entire HR function for a workforce of **600 employees and laborers**, including 200 employees.
- Successfully restructured and developed the company's current HR framework, playing a key role in its growth to become one of the market leaders through strategic staffing, training, and employee development.
- Oversee **four main departments**: Recruitment, Training & Development, Personnel Affairs, and KPI/Goal Setting.

- Manage and lead a team of **15 direct reports**, focusing on delegation and building staff capacity.
- Maintain strong professional relationships regarding **Legal and Labor Law** compliance to protect company interests.
- **System Implementation: Designed and deployed a unified Performance Measurement and Promotion System** using **Lattice**, standardizing talent evaluation, career pathways, and digital offboarding processes for enhanced transparency.
- **HR Technology & Automation: Spearheaded the successful deployment of HR Bamboo** across **Recruitment (ATS) and Personnel Administration**, resulting in significant process **automation** and improved data integrity.
- **Talent Acquisition for Expansion: Drove strategic headhunting** and managed the **end-to-end recruitment** to **fully staff new factory launches** on schedule, directly supporting the company's aggressive expansion targets.
- **Learning & Development (L&D): Conceptualized and executed comprehensive in-house training programs** complemented by the **Udemy Business platform**, successfully **reducing external training costs** while boosting core competencies and employee retention

Personnel & Recruitment Supervisor | Kenzy Company (Vegetable and Fruit)

Cairo, Egypt | 2017 – 2020

- Served as both **Personnel Manager and Administrative Manager**, covering all aspects of employee documentation, payroll, and daily administrative operations.
- Managed employee affairs, ensuring full adherence to local labor laws and internal policies.

Senior HR Personnel Specialist & Deputy Administrative Manager | Russo Company (El-Margany Group)

10th of Ramadan & New Cairo, Egypt | 2014 – 2017

- Acted as **Deputy Administrative Manager** (New Cairo branch), assisting the Administrative Director in operational oversight and general management.
- Managed complex personnel files, contracts, benefits, and government relations across multiple company locations.

HR Generalist | United Metal Company (GUST Group for Metals)

Cairo, Egypt | 2013 – 2014

- Supported core HR functions including recruitment coordination, employee onboarding, and maintaining HR records.

EDUCATION

- **Bachelor of Commerce** - Business Administration
El Obour Academy, Egypt | Graduated 2012 Grade: Very Good with Honors.
 - **Equivalency Certificate** obtained from Ain Shams University Faculty of Commerce.2012
 - **Diploma | Human Resources** - Udemy Platform | (2023)
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SKILLS

HRIS & Systems

BambooHR, Lattice (Performance Management), Udemy for Business, HRIS Administration, Advanced Excel.

Management & Leadership

Team Delegation & Mentorship, Strategic Planning, Adaptability, High-Pressure Tolerance.

Communication

Expert Negotiation Skills, Stakeholder Communication, Conflict Resolution, Interpersonal Acumen.

Core HR Functions

Personnel Management, Labor Law Compliance, Compensation & Benefits, Talent Acquisition, Training Design & Delivery.

MILITARY SERVICE

- **Service Period:** 2012 – 2013
 - **Discharge Status:** Exemplary Service
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PERSONAL ATTRIBUTES

- Date of Birth :January 1990
- Nationality :Egyptian
- Languages: Arabic (Native), English Good)
- Marital Status :Married, with one daughter
- Driving License & Personal Car
- Core Strengths: High Emotional Intelligence (EQ) , Strategic Business Partnering
- Interests: Swimming, Traveling and Exploring New Places