

# Nour Mobarak

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Date of Birth: 24 - 4 -1988

## Summary

Dynamic and results-driven Human Resources Head with over 15 years of experience across diverse industries including real estate, construction, IT, banking, and industrial sectors. A trusted HR Consultant and Head of HR with a strong record of building and scaling organizations from the ground up. Successfully created and structured **more than 5 startup companies**, leading all HR functions and organizational development from inception to full operation.

Throughout my career, I have **recruited, trained, and onboarded over 5,000 employees** across Egypt and the Gulf region, delivering tailored HR strategies that drive performance, enhance culture, and support sustainable growth. Proven expertise in restructuring underperforming organizations, aligning HR with business goals, and implementing systems that enable agility and long-term success.

Certified professional trainer with over 9 years of experience in capability building and leadership development. Recognized for partnering closely with executive teams to foster high-performing, people-first cultures in fast-paced and transformational environments.

## Experience

### Musandah Security ( Future of Egypt)t | Cairo

CHRO | 04/2024 - Present

- Lead the end-to-end setup and scaling of HR systems, policies, and practices for a growing startup.
- Build and manage all HR functions including talent acquisition, employee relations, L&D, performance management, and compliance.
- Collaborate with founders and department heads to structure teams, define roles, and drive workforce planning.
- Develop a strong organizational culture aligned with the startup's values and vision.
- Implement scalable processes for hiring, onboarding, and retention across all departments.
- Ensure compliance with local labor laws and HR regulations.
- Act as a key advisor to leadership on people strategy, organizational design, and change management.
- Leverage HR analytics and tools to drive data-informed decision-making.

### Capital Hills Developments | cairo

Head of Human Resources | 02/2022 - 04/2024

- Develop and implement HR strategies aligned with company objectives.
- Oversee recruitment, onboarding, and retention of talent across sales, construction, legal, and admin teams.
- Ensure compliance with labor laws and industry regulations.
- Manage payroll, benefits, and performance appraisal systems.
- Promote a positive work culture and handle employee grievances.
- Collaborate with leadership on workforce planning and succession.
- Design and implement training and development programs.

### Red Sea Company | cairo

Head of Human Resources Department | 07/2020 - 07/2022

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Investigate employee issues and conflicts and brings them to resolution
- Ensure the organization's compliance with local, state and federal regulations
- Use performance management tools to provide guidance and feedback to team
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Maintain HR systems and processes
- Conduct performance and salary reviews

- Provide support and guidance to HR staff
- Analyze trends in compensation and benefits
- Design and implement employee retention strategies

## **Midbank | cairo**

### **HR Manager | 06/2017 - 05/2020**

- Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business- managers and human resources departments
- Design and expand training and development programs based on the needs of the Company and the individual
- Develop effective induction programs
- Conduct appraisals
- Produce training materials for in-house courses
- Manage the delivery of training and development programs and, in a more senior role, devise a training strategy for the company
- Design, develop and maintain the recruitment process in the company (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
- Explore the market best practices in the recruitment and staffing and implement appropriate best practices in the company
- Build a quality relationship with the internal customers and external recruitment agencies
- Monitor and constantly reduce the costs of the recruitment process
- Conduct job interviews for the managerial job positions (or key jobs in the company)
- Manage and develop the team of HR Recruiters
- Act as a single point of contact for managers regarding recruitment topics
- Monitor and review the progress of trainees through questionnaires and discussions with managers
- Ensure that statutory training requirements are met
- Evaluate training and development programs
- Amend and revise programs as necessary, in order to adapt to changes occurring in the work environment
- Help line managers and trainers solve specific training problems, either on a one-to-one basis
- Support the identification of business process improvements that will contribute to cost savings and customer experience
- Manage all HR departments
- Prepare meeting materials, track costs and benefits and support project reporting to the project working group and various governance structures
- Ensure standard guidelines and policies are applied consistently in the company
- Identify and share best practices of streamlining processes

## **Almasi Company (khrafi) | kuwait**

### **Recruitment and Training Manager | 05/2014 - 10/2016**

- Recruiting & Training Procedures
- Staff Medical Insurance
- Training employees
- Preparing training material
- Organisational Development
- Foreigners Work Permissions, Residency & Visas
- Organising Foreign Visitors tour programs
- Public Relation Activities
- Human Resources recruiting plan
- Responsible for all employee relations

## **khrafi company | kuwait**

### **HR specialist | 11/2011 - 05/2014**

## **Skills**

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MS Office Applications, Negotiation Skills, Problem Solving, Stress Management, Business Ethics & Etiquette, Coaching & Mentoring, Team Building, Performance Management, HR policies development, Employee wellness programs, Organizational development, Recruiting and interviewing, Talent management

## **Education**

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### **University of Oxford**

#### **diploma | 05/2018**

HR diploma

### **Cairo university**

#### **Human Resources | 07/2014**

MBA In HR

### **Arab academy for science and technology Oxford bright minds**

#### **Finance | 09/2013**

Bachelor degree in business administration