

Mohamed Hossam Sayed

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Education

Faculty of Commerce , Cairo University
Master Of Business Administration , Cairo University

Experience

Co. : ATCO Pharma



Title : Talent Management Manager

(Manufacturing, distribution , EXPORT , IMPORT)

Duties & Responsibilities:

- Develop and implement comprehensive Talent Management strategies aligned with organizational objectives.
- Lead succession planning, performance management, and employee development programs.
- Manage talent acquisition processes, including recruitment, onboarding, and retention strategies for multiple business units.
- Design and deliver training programs and workshops to enhance employee skills, leadership capabilities, and organizational performance.
- Conduct Training Needs Analysis (TNA) to identify skill gaps and implement targeted learning solutions.
- Establish and manage Assessment Centers to evaluate employee competencies, potential, and behavioral traits.
- Provide HR guidance and support to managers and department heads across Manufacturing, Distribution, Export, and Import divisions.
- Monitor and report on employee engagement, workforce performance metrics, and talent development initiatives.
- Collaborate with business leaders to drive organizational culture, change management, and employee experience initiatives.

Key Experience:

- Led cross-functional talent management initiatives across multiple business areas, enhancing leadership pipelines and employee engagement.
- Extensive experience in developing HR policies, performance appraisal systems, and career development frameworks.
- Skilled in integrating technology-driven solutions to improve HR operations, training delivery, and assessment processes.
- Hands-on experience in managing large-scale workforce planning, recruitment, and employee retention programs.

Achievements / Impact:

- Successfully implemented talent management framework resulting in improved employee performance and retention.
- Conducted over 100 hours of targeted training sessions, improving leadership capabilities across management teams.
- Designed Assessment Center programs leading to accurate identification of high-potential employees for key roles.
- Streamlined recruitment and onboarding processes, reducing time-to-hire by 25% and enhancing candidate experience.
- Developed customized learning and development programs aligned with business goals, resulting in measurable productivity gains.

Co. : Mamiba Co

Title : Talent Management Manager

(Manufacturing, distribution , EXPORT , IMPORT)



(March 2022 – till now)

▪ **Talent Management Manager**

Duties & Responsibilities:

Talent Acquisition:

- Preparing a plan for the needs of the different departments for the workforce - within year - in coordination with the managers of the various departments and according to specific timetables UNTIL provide the needs and competencies.
- Handling All recruitment process and ensure speed and quality of hiring White and blue collar for all sectors.
- Work very closely with hiring managers to ensure the adequate understanding of their recruitment requests.
- Leverage all recruitment channels to identify and recruit the best candidates.
- Prepare the permission form for appointments in the HR system and monitoring approvals.
- On-boarding new employees in order to become fully integrated and Preparing new employee work checklist>
- Using ATS for Recruitment Team (Quality Of Hire)

Organizational Development:

- Implementing initiatives and projects that will attract, maintain, and develop the best competencies to achieve the company's strategic and operational objectives.
- Design/Update the organizational structure on monthly basis.
- Design/Prepare job analysis and Job Description to identify the tasks and responsibilities required for the post and the characteristics of the incumbent.
- Support organizational planning including creation/edit of company policies and procedures
- Participating in the annual performance evaluation process for employees, training direct system supervisors on how to prepare for the performance evaluation meeting and the performance development plan for employees.
- Participation in preparing the goals and keys of performance indicators / PMS for employees and management
- Reviewing The Current Organizational Structure Of the Company , Taking Into Account The Company's Changing Goals And the necessary Repercussions on the general body of those goals .
- Participating in updating the Policies , processes , forms , HR Software Program and preparation /development of the human resources department /sections .
- Leading and managing the operations of the OD Team

Learning and Development:

- Identifies training gaps and training needs in the organization in a close cooperation with the line managers
- Identifying training needs by evaluating strengths and weaknesses
- Prepares training manuals and training offers for employees and managers
- Organizing with external companies to organize training on the organization of the training plan
- Develop and oversee the production of classroom handouts, educational materials and guides, and evaluationof training programs.
- Managing and implementing all the required operations of the annual training plan ISO

Employee Relationship / Personnel:

- Assistant in insurance in preparing form 1 and institution licenses
- preparing entry exit of employees with signing contracts for employees and following them up during the probation period to ensure the recruitment process .
- Assistant in insurance and labor offices and processing forms.

Documentation ISO :

- Supervising to get CERTIFICATION ISO (9001 , GMP 20000, RISPO

Achievements:

- Prepare Manpower Planning Currently And Forecast Workforce Plan
- Handling all requests white and blue collar with high standard of quality.
- Recruit employees in various Mass Hiring (Blue , White Collars)
- Design and implement an organizational structure through MS Visio.
- Update SOPs and Forms For all Departments Related GMP
- Mass Hiring of white collar and blue collar And Covered Shortage
- Prepared and delivered training to the HR team of a client company
- Participation in project training need analysis.
- Supervising to get CERTIFICATION ISO (9001 , GMP 20000, RISPO
- Preparation of wage and incentive structures, and preparation of annual and quarterly evaluation.
- Preparing the annual salary Survey budget based on studying the competitors and how to attract talent from the competitors.
- Lead orientation program for new hire.
- Design and implement an organizational structure through MS Visio.
- Design competency model , CBI interview For Recruitment Team

Co. : Seif Group

Title : Talent Management Section Head

SEIF PHARMACIES - SEIF STORES - SEIF BEAUTY - SEIF HEALTH CARE

- **Talent Management Section Head**



(Jan 2019 – March 2022)

Duties & Responsibilities:

Talent Acquisition:

- Preparing a plan for the needs of the different departments for the workforce - within a year - in coordination with the managers of the various departments and according to specific timetables UNTIL provide the needs and competencies.
- Attract & headhunt talented calibers in different levels White& Blue Collars with high criteria of selection (Mass Hiring of white collar and blue collar Headhunter) Managerial Level from (Developers, CFO, ,CMO, Supply chain Director and internal audit and PMO ,Net developer, web developer, Call Centre manager, Category manager, Treasury manager, GM, Operations Director ,CEO) and all managerial Level .
- Design and manage recruitment and selection processes (resume screening, screening calls, interviews, etc.)
- Build long-term relationships with past and potential candidates and Manage respective candidate pools ensure qualified candidates remain engaged in current or future opportunities
- Prepare a periodic report how to manage sudden crises of labor shortages and prepare their strength at the same time .

Organizational Development:

- Implementing initiatives and projects that will attract, maintain, and develop the best competencies to achieve the company's strategic and operational objectives
- Structuring competencies framework (Core- Functional- Leadership- Matrix per position)
- Updating and creating organizational charts and Participate in the restructuring
- Prepare job analysis and job description to identify the tasks and responsibilities required for the post and the characteristics of the incumbent

Learning and Development:

- Assist in Identifying training needs, development plan for the staff.

Employee Relationship / Personnel:

- Assistant in insurance in preparing form 1 and institution licenses and preparing entry and exit of employees with signing contracts for employees and following them up during the probation period to ensure the recruitment process .

Compensation & Benefits

- Preparing the annual salary Survey budget based on studying the competitors and how to attract talent from the competitors .
- Preparation of wage and incentive structures, and preparation of annual and quarterly evaluation .
- Assistant in Monitoring the time and recording the attendance and departure data for the employees daily. Entering permissions, duties, vacations, and overtime on the computer system. Create attendance and departure systems For All new Employees .
- Assistant in Entering the shifts and the vacation system on the system.

Achievements:

- Development of a complete set of description cards for all sub-jobs: Preparing a plan for the needs of the different departments for the workforce - within a year - in coordination with the managers of the various departments and according to specific timetables UNTIL provide the needs and competencies.
- Update job description based on job analysis and preparing Job specifications
- Preparation of wage and incentive structures, and preparation of annual and quarterly evaluation.
- Preparing the annual salary Survey budget based on studying the competitors and how to attract talent from the competitors.
- Preparing a program for how to deal with the new employee to introduce him to the company's jobs, company rules, and opportunities for promotion, while preparing a period for performance evaluation during the first three months of his.
- Recruit employees in various Mass Hiring (Blue , White Collars)
- Lead orientation program for new hire.
- Design and implement an organizational structure through MS Visio.
- Prepared and delivered training to the HR team of a client company as requested by the Consultant manager.
- Participation in project training need analysis.

Co. : Dawae Pharmacies



- **Senior Recruitment &OD Specialist**
- **Recruitment Specialist**

(August 2018 – Jan 2019).
(May 2018 – August 2018).

Duties & Responsibilities:

Recruitment:

- Manage the recruitment team and distribute the hiring plan according to the company strategy
- Handling the recruitment process and ensure both speed and quality of hiring (White, blue and pink collar).
- Design and manage recruitment and selection processes (resume screening, screening calls, interviews, etc.)
- Represent the company internally & externally at events, Job Fairs with the goal of networking and relationship building with potential candidate communities
- On-boarding new employees in order to become fully integrated
- Receive employee's original documents and hire them then record them in HR system.
- Prepare the required documents for drivers test.
- Print contracting forms and send them to concerned departments.
- Receive change memos and record them in system.

Payroll :

- Calculate vacations for all employees in every department till the last year.
- Review the sudden vacation applied by payroll and follow up with missing vacations.
- Update the sudden vacation template. Responsibilities

Organizational Development:

- Design/Update the organizational chart quarterly.
- Prepare job analysis and job descriptions accurately.
- Participating in the KPI'S monthly and Performance appraisal process quarterly (PMS).
- Preparing/developing team building and engagement events and celebrations for various occasions

Learning and Development:

- Follow up with Training Department the preparation of scientific, skills and administrative training Programs .

Achievements:.

- Update preparing job description based on job analysis and preparing Job specifications
- Preparation of wage and incentive structures, and preparation of annual and quarterly evaluation.
- Preparing the annual salary Survey budget based on studying the competitors and how to attract talent from the competitors.
- Preparing a program for how to deal with the new employee to introduce him to the company's jobs, company rules, and opportunities for promotion, while preparing a period for performance evaluation during the first three months of his.
- Recruit employees in various governorates of Egypt.
- Participation in project training need analysis.
- performance evaluation during the first three months of All Employees and how to Improve performance them
- Design and implement an organizational structure & Restructure
- Recruit employees in various Mass Hiring (Blue , White Collars)
- Handling all requests white and blue collar with high standard of quality.
- Recruit employees in various (Blue , White Collars)
- Lead orientation program for new hire.
- Design and implement an organizational structure through MS Visio.
- Conduct +80 job analysis and job description.
- Participation in project training need analysis



- **Recruitment Specialist**
- **Customer Service Agent**

July 2016 - May 2018 .

Jan 2016 - July 2016

Duties & Responsibilities:

Recruitment Specialist

July 2016 - May 2018 .

- Manage the recruitment team and distribute the hiring plan according to the company strategy
- Search for employees from different sources
- Follow-up with the accepted work and send information about training .
- Madi Site For Hiring two Accounts Mobily & KFG .

Customer Service :

jan 2016 - july 2016 .

- Communicate with customers through Phone .
- solving customer problems .
- communicating with Customer .
- Constantly Working toward improving customer experience .

Achievements:

- Target per week Invites per day More than 80 Candidate . and Focus Quality of Hire

Courses and Workshops

CIPD Certified From CIPD Institute Level 5 in Progress

American University in Cairo (AUC):

- Career Certificate in Human Resources Management. (July 2018)
- Human Resources Foundations. (Program -PHRI - HRCI). (July 2021)
- Career certificate of completion human resources and skills development (Jan 2019)
- Career certificate PFA For (Accounting) (May 2017)

Recruitment Platforms

-LinkedIn, Wuzzuf, Forasna, bayt, , Charities, Any government agency and youth centers, OLX, Facebook, fairs...etc.

Computer skills

- **MS Visio , Power PI:** Very Good.
- **MS Office:** Very Good.
- **Systems:** Very Good User of HR software : Oracle, SAP , Softech , Microsoft Dynamics and Time Sheet.

Language Skills

- **English:** Very Good. - **Arabic:** Mother Tong.