

Gamal Muhammad Abd Alkareem

HR Manager | HR Director | Executive Manager | Business and Organizational Development Leader | HR Ops Manager

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About

Experienced HR professional with extensive expertise in human resources management, organizational development, and strategic workforce planning. Proven ability to implement policies, enhance employee performance, and foster organizational growth in diverse industries, including oil and gas, logistics, and consultancy.

Key Skills

- HR Policy Development & Implementation
- Workforce Planning & Organizational Design
- Recruitment & Talent Acquisition
- Performance Appraisals & Incentive Systems
- Employee Relations & Training Programs
- Budgeting & Strategic Workforce Management
- Strategic Planning & Execution
- Organizational Development
- Business Transformation
- Cross-functional Team Leadership
- Budgeting & Cost Optimization
- Talent Strategy & Succession Planning
- Performance Management Systems

Top skills

Human Resources (HR) · HR Consulting
Personnel Management · Business Administration · Leadership ·

CONTACT

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of 155 , Maadi , Cairo

221 from 306 Road New Maadi

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EDUCATION

Bachelor of Arts

Helwan University

1999 — 2005

College of continuing Education

AUC

2007

Post graduate

Suez University

2022

Copreci Egypt (Manufacturing)

Oct 2024 – till present
HR Director

Alzamel financial consultation (Egypt & Saudi Arabia & Jordon).

Oct. 2022 – Feb 2025
HR Director

Transocean forwarding and commerce

June 2019-Oct 2022
HR Manager

Kanzy Holding

November 2016 — June 2019
HR Manager

Kanzy Holding

November 2013 — June 2016
Personnel Manager

Swanco oil company.

June 2011-Oct 2013
Personnel Manager & HR Ops Manager

Schlumberger

June 2004 — May 2011
Personnel Administrator
Hr Administrator
Hr Rep
HR Supervisor

Main Responsibilities& Job description.

- **Supervision and follow-up**
- to prepare and approve the manpower needs plan
- Supervises the process of updating the organizational structure of the company
- Supervises the adjustment of the workforce structure according to business needs
- Supervises and implements career progression plans for employees
- Supervises and reviews the budget of the workforce

- **Employment**
- Supervises the preparation and implementation of recruitment plans for vacancies in the company
- Supervising the transfer and upgrade plans
- Carrying out the recruitment and recruitment of senior administrative cadres
- Supervises the efficiency of job interviews
- Speed of coverage of vacancies
- Sets policies for preparing job offers

- **Wages and incentives**
- Supervises the process of determining the company's salary levels
- Determining salary limits for new recruits to company jobs
- Sets policies for coordinating performance appraisal activities and linking them to salaries
- Supervises the evaluation of methods of applying incentive systems and linking them to business results
- Payroll Review
- Follow-up of problems related to employees

- **Development & Training**
- Sets policies for determining the training needs of employees
- Work on developing the company's culture
- Make a Code of ethics
- Review and approve the annual training plan
- Supervises the evaluation of training results
- Sets policies for the implementation of internship activities after their adoption
- Sets policies for the implementation of internship activities after their adoption
- Developing the performance of the department

- **HR Procedures & Performance Appraisal**
- updating and developing the job description for each job
- Develop policies on how to guide the performance of all company departments and take corrective actions
- Evaluating the performance of direct subordinates and supervising the evaluation of the performance of the rest of the employees

- **Policies**
- Supervises the application of all approved regulations in the company
- Supervises the extent of the provision of health and social services and the development of organized procedures
- Sets policies and procedures for administrative sanctions and organizes the company's job behavior
- Strategic Plan Reports
- Reports on Turn Over
- Make good use of time

HR Ops Manager Job description

- Control all governmental and internal documentation for the Cairo entity.
- Run day-to-day HR operations
- Work shoulder-to-shoulder with the team—executing tasks personally, not just supervising.
- Government Affairs

- Obtain and renew commercial registration, tax cards, social-insurance files,

work permits, and licenses.

- Liaise with GAFI, the Ministry of Manpower, investment zones, and other authorities.
- Maintain statutory registers and translate key documents.
- Office Administration

- Manage office leases, utilities, vendor contracts, petty cash, and asset inventories.
- Implement both physical and digital filing/archiving systems.
- Arrange travel, visas, meetings, and office events.
- Handle onboarding, contracts, medical insurance
- Maintain HRIS records, leave and attendance tracking, and disciplinary actions.
- Prepare monthly payroll inputs and coordinate with Finance for WPS compliance.
- Support recruitment logistics, offers, social-insurance , and payroll tax processing.
- Draft and enforce policies aligned with Egyptian Labour Law.
- Reporting & Compliance

- Produce monthly dashboards showing document-renewal status, payroll accuracy, onboarding SLA, etc.
- Flag risks early and recommend corrective actions.
- Culture & Engagement

- Coordinate training calendars, new-hire orientation, and team-building activities.

• Key Competencies

- Do-er mindset: personally prepares submissions, reports, and renewals.
- Regulatory insight: deep knowledge of Saudi Labor Law and Egyptian compliance.
- Attention to detail: zero-error approach to contracts, payroll, and legal documents.
- Bilateral communication: comfortable dealing with ministries and multicultural teams.
- Integrity and confidentiality when handling employee and company data.
- Problem-solving: anticipates issues and proposes process improvements.

Schlumberger HR Administrator

Main Responsibilities& Job description

- Preparing a file for each employee
- Complete the reasons for the appointment of all employees
- Dealing with the attendance and departure notebook externally ▪ Dealing with the emergency aid fund

- Dealing with the sanctions regulations and the work system
Dealing with notebooks of labor office
- Dealing with the percentage of deficit
Dealing with work stub
- Dealing with penalties and vacations
- Insurances for all employees Q1 + insurance work contract
Follow-up and calculation of the monthly employee connection
Payment of debts and monthly installments
- Approval of any company documents from GOSI
Preparing an annual form 2
- Staff service termination Q6 + Resignation and release
Print insurance prints and deal with the

- Saving a file for the employee internally, which no one can see Dealing with attendance and departure internally
- Dealing with salaries internally

Key Skills

- Strategic Planning & Execution
- Organizational Development
- Business Transformation
- Cross-functional Team Leadership
- Budgeting & Cost Optimization
- Talent Strategy & Succession Planning
- Performance Management Systems

QUALIFICATIONS

Languages:

- Arabic is the mother tongue
- English Fair (reading, speaking and writing)

Courses:

- Microsoft Management 2007
- How to Manage
- SIPP (Safety Course).
- First aid.

Personal Skills:

- Reliable, discreet, and tenacious.
- Have the ability to meet deadlines.
- Developing my communication skills by interacting with people from different countries with different cultures.
- Able to work under stress.
- Have the spirit of teamwork.

INTERESTS

- Reading, Playing football and traveling.

Personal Skills

Date of Birth: March 3rd,

1982 Marital Status:

Married Military service:

Exempted