

Ramez Gamal Asaad

Address: 14 Mourad.st– Heliopolis, Cairo.
112 Compound Gardenia City – Nacr City
Mobile Phone: 01225360218
Email: Ramez.Hr.Hso@gmail.com



Career Objective:

Now, I'm Associate HR Manager with 12 years of experience in HR across **manufacturing and commercial sectors**. Skilled in recruitment, OD, performance management, and employee engagement. Seeking a leadership role to drive HR excellence and business growth in a multinational or reputable national company.

Education

B.A. Political Science – Cairo University, Faculty of Economics & Political Science / English Section (2013) - GPA: Good

Work Experience: -

Associate HR Manager – Manufacturing

Marcyrl Pharmaceutical Industries | Jun 2025 – Present

(+2000 employees – 3 factories – Top 5 pharmaceutical companies in Egypt among 710 registered in MOH)

Key Responsibilities:

◆ HR Operations & Reporting

- Ensure smooth execution of HR processes across 3 factories.
- Supervise HR team handling documentation, contracts, and personnel files.
- Prepare HR dashboards and reports for senior management.

◆ Talent Acquisition & Workforce Planning

- Lead recruitment and headhunting for senior and factory-level positions.
- Partner with department heads to ensure proper manpower planning.
- Manage onboarding programs to secure smooth integration of new hires.

◆ Employee Relations & Engagement

- Act as focal point for employee relations across factories.
- Resolve workplace conflicts in alignment with governance and labor law.
- Drive engagement initiatives to improve motivation, retention, and culture.

◆ Compensation & Benefits

- Oversee payroll accuracy and compliance with labor law and company policies.
- Support benchmarking and salary structure reviews.
- Manage allowances, overtime, and attendance systems at factory level.

◆ Performance Management & Development

- Implement KPI-based appraisal cycles, objectives setting, and reviews.

- Support training needs assessment and succession planning.

◆ Compliance & Policies

- Ensure compliance with labor law, health & safety standards, and company policies.
 - Draft and update HR policies and SOPs tailored to manufacturing operations.
 - Conduct HR audits on employee files, contracts, and records.
-

HR Supervisor

*Marcyrl Pharmaceutical Industries / Jan 2021 – May 2025 – **Commercial***
(+1500 Medical Reps – Top 5 pharmaceutical companies in Egypt)

- Managed HR team in Personnel, Recruitment, OD, and Performance Management.
 - Assisted HR Director in strategic planning and execution of HR initiatives.
 - Oversaw HRIS processes and system development.
 - Led the final selection stage for Medical Representatives, conducting competency-based interviews to ensure hiring high-caliber candidates aligned with commercial objectives.
 - Followed up on action plans for commercial team performance.
 - Delivered HR onboarding training for new hires.
 - Led the “Career Gate” summer training program.
-

Senior HR Specialist

Habib Scientific Office / Jul 2018 – Dec 2020

- Managed Talent Management program and succession planning.
 - Recruited middle management positions.
 - Handled HRIS processes and ensured accurate data tracking.
 - Followed up on performance reports for medical reps and managers.
 - Issued HR letters and official documents.
-

Recruitment Specialist

Habib Scientific Office / Nov 2015 – Jul 2018

- Managed recruitment of medical representatives across Egypt.
 - Conducted salary surveys and benchmarking for pharmaceutical roles.
 - Supported OD functions including policies, employee handbook, and HRIS training.
-

HR Business Developer

Highly Professional Advisors (HPA) / Sep 2014 – Nov 2015

- Designed and customized HR solutions (workshops, programs, international certifications).
- Conducted job analysis and TNA to create tailored HR interventions.
- Supported consultants in HR projects across recruitment and training.

Professional Training Courses

- 2023 – Enlightened Leadership Certification, accredited by Arab Academy
- 2018–2019 – PMP (Project Management Professional) preparation course, Merl Institute
- 2014–2015 – Professional Diploma in Human Resources, accredited by HRCI
- 2015 – Preparation course for HRBP Certificate, HPA Company
- HR Workshops: Competency-Based Interview (CBI), Talent Management Awareness, Business Writing, True Colors Personality Analysis

Computer Skills

- **HR Systems:** Oracle HRIS, SAP, HRIS Management
- **Recruitment:** Mass hiring, executive search, LinkedIn recruitment (25,000+ followers)
- **Performance & OD:** KPIs, appraisals, succession planning, talent management
- **C&B:** Payroll, allowances, benchmarking, policy compliance
- **Communication & Leadership:** Team leadership, employee relations, engagement initiatives
- **Tools:** MS Office (Word, Excel, PowerPoint)

Languages

Arabic: Native

English: Excellent

Personal Identity

- Date of birth: - 7, Aug.1991
- Marital Status: - Married
- No. of children: 1
- Military Service: - Exempted
- Car available: Yes
- Passport availability: - Yes

Linked-in Profile link: - www.linkedin.com/profile/preview?locale=en_US&trk=prof-0-sb-preview-primary-button

Linked-in Profile QR code:



All References furnished upon Request