

Haytham Salah Mohamed Seif

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SUMMARY

Results-driven HR professional with extensive experience in developing and implementing HR strategies, policies, and practices that align with organizational goals. Proven expertise in talent acquisition, employee relations, performance management, and compliance with labor laws. Adept at fostering positive workplace culture, improving employee engagement, and driving initiatives that enhance productivity and retention. Strong leadership and communication skills with a track record of successfully managing cross-functional teams and handling complex HR challenges.

EDUCATION:

- **BSc of Arts, Media Dep.** Branch of Public Relations. 2008. University: El Minia.
- **Human Resources Certificate** at American University in Cairo (AUC) from Sep 2011 - Dec 2012
- **Master of Business Administration (MBA)** at Arab Academy for Science, Technology & Maritime Transport from Apr 2024 – in Progress.

WORK EXPERIENCE:

➤ **June 2024 – Now**

Company: Areeb Technology

Position: Human Resources Manager

Responsibilities:

- Develop and implement strategies to increase employee satisfaction and engagement levels.
- Foster a positive work culture through employee recognition programs, surveys, and actionable feedback mechanisms.
- Improve recruitment efficiency and enhance the quality of hires.
- Partner with department heads to ensure a seamless hiring process that aligns with business objectives.
- Design and implement training programs to enhance employee skills and career growth.
- Promote succession planning and leadership development initiatives.
- Implement effective performance management systems to provide constructive feedback and align individual goals with organizational objectives.
- Regularly review and refine performance evaluation frameworks.
- Oversee accurate and timely payroll processing in compliance with applicable laws and organizational policies.
- Drive the enhancement of HR digital tools and platforms to improve efficiency and employee experience.
- Staying updated with HR technology trends to ensure innovative solutions.
- Maintain accurate employee records and ensure compliance with governmental regulations and reporting requirements.
- Conduct periodic audits to uphold data accuracy and integrity.
- Review and update the Employee Handbook quarterly to reflect organizational changes and legal compliance.
- Communicate updates to employees effectively.
- Review and analyze employee benefits semi-annually to ensure competitiveness and relevance.
- Conduct salary surveys to benchmark compensation against industry standards.

➤ **Aug 2017 – June 2024**

Company: Naseej for Technology

Position: Human Resources Supervisor – Regional Officer

Responsibilities:

- Determine current staffing needs and produce forecasts.
- Developing talent acquisition strategies and hiring plans.
- Leading employment branding initiatives.
- Performing sourcing to fill open positions and anticipate future needs.
- Planning and conduct recruitment and selection processes (interviews, screening calls etc.)
- Taking steps to ensure positive candidate experience.
- Employee retention and development.
- Supervising recruiting personnel.
- Organizing and attending career fairs, assessment centers or other events.
- Using metrics to create reports and identify areas of improvement.
- Analyzing the skills and qualities required for each job and developing job descriptions and duty statements.
- Advertising staff vacancies, assessing applications, interviewing applicants, administering selection tests, prepare reports and make recommendations to management about staff appointments.
- Assisting employees with work matters, career development, personal problems, and industrial matters.
- Help implement organizational changes.
- Making yearly salary benchmarks for organization.
- Responsible for quarterly recruitment reports (Probation period / Employees engagement reports) for new hires.

➤ **April 2014 – Aug 2017**

Company: Top Transport & Global Impex Logistics

Position: HR Business Partner

Responsibilities:

- Maintains personnel files in compliance with applicable requirements.
- Keep employee records up to date by processing employee status changes in a timely fashion.
- Manage the recruitment process for key business positions and employees to ensure the recruitment of high caliber individuals.
- Processes personnel action forms and assures proper approvals, disseminates approved forms.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Prepares paperwork required to place employee on payroll and establishes

personnel file.

- Establishes strong relations with different governmental authorities and dealing with social insurance and labor law offices.
- Execute attendance and all month remarks processing and interface with payroll system.
- Dealing with Social insurance office and Labor Office.
- Performance appraisal and training.

➤ **Dec 2012 – Apr 2014**

Company: Ben Laden Group/Roots steel International

Position: HR Specialist

Responsibilities:

- Maintains personnel files in compliance with applicable requirements.
- Keep employee records up to date by processing employee status changes in a timely fashion.
- Processes personnel action forms and assures proper approvals, disseminates approved forms.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Prepares paperwork required to place employee on payroll and establishes personnel file.
- Assists in hiring process by coordinating job posting on website, reviewing resumes, performing telephone interviews and reference checks and conducting surveys like job analysis and hiring blue collars.
- Establishes strong relations with different governmental authorities and dealing with social insurance and labor law offices.

➤ **Feb 2010 – December 2012**

Company: Ard El Kheer for Distribution and Trading (Misr El Kheir Foundation)

Position: HR Coordinator

Responsibilities:

- Maintains personnel files in compliance with applicable requirements.
- Coordinate interviews applicants and refers candidates or advises employees of current policies, procedures or practices.
- Processes documents for employees hire and on boarding.
- Reviews the processing of personnel requests or actions to ensure conformance to policy.
- Provides information or data for the development of a personnel program, policy or procedure.
- Monitors existing personnel programs to ensure desired objectives and/or results are being achieved.
- Collecting assembles and analyses data or information for personnel reports.

TRAINING COURSES:

- ICDL (Word, Access, Excel, PowerPoint, Windows, Internet, IT) (UNISCO) certificated.
- Certificated English level 13 advanced from American University in Cairo (AUC).
- Certificated English conversation from The British Council
- Achieved the first position in graduation projects with the project (Shams El Basira).

LANGUAGES:

- **Arabic:** Mother tongue
- **English:** writing, reading and listening are excellent.

Skills:

- * Presentation Skills.
- * Technical Business Writing
- * Problem Solving
- * Sales & Marketing
- * Time management.
- * MS Office (excellent in Excel, Word, and PowerPoint)
- * Communication skills
- * Teamwork
- * Decision Making
- * Business Writing

Hobbies & Other Interests:

Traveling, reading, browsing on Internet, driving cars, playing football, and watching movies.

PERSONAL DATA:

- **Marital Status:** Married.
- **Date of birth:** 24th November 1987
- **Nationality:** Egyptian
- **Military Status:** Exempted.

References:

References are available upon request.