

Omar Yousry Mansour Saad

01143322846 omar_yousry_10@hotmail.com

PROFESSIONAL SUMMARY

To secure a challenging position as an HR BP professional where I can leverage my expertise in talent management, employee relations, business partnering, and organization development to support the organization's strategic goals. With a strong focus on fostering a positive work culture and implementing effective HR strategies, I aim to contribute to the organization's success by attracting top talent, enhancing employee engagement, and promoting a high-performance environment.

WORK EXPERIENCE

Al Futtaim Group

Jan 2024 - Current

Human Resource Business Partner

• Key Role Specific Accountabilities:

Talent Management

- In liaison with the Head of HR, execute talent management strategy which will ensure having the right talent for the right position through internal and external selection of candidates
- Work with line managers to develop succession plans and retention strategies for key talent and positions. Prepares talent maps for all functions
- Track the progress of HIPO/Potential employees to ensure a strong pipeline of candidates.
- Work with line managers to propose the right candidate for vacancies and prepare promotions proposal
- Review and implement performance management plans to improve performance or assist with exit from the organization.

Employee Relations (ER)

- Ensure compliance with local law and Group policy throughout the employee lifecycle.
- Communicate and implement changes to HR policies and procedures.

Business Partnering

- Act as a trusted business partner and coach to line management. Consult and support Line Managers across the business units.
- Focus on measuring the employee engagement of the business units and take actions necessary to improve it.
- Advise, coach, and mentor management and HR team on people-related issues.

ElSewedy Electric

Dec 2021 – Dec 2023

Human Resources Business Partner

- Coordinate and implement training & development plans after evaluating the needs of each department.
- Develop our benefits module, and work on applying it.
- Handle all the performance appraisal processes, while providing support for improvement if needed.
- Update existing employees' data on our HRIS and keep records of new hires.

- Develop the company's HR policies and procedures, and make sure they're well communicated and implemented.
- Handle all employees' inquiries that relate to HR's different functions.
- Assist all management teams in promoting growth and development plans.
- Initiating training programs that are needed for employee development through conducting analysis.
- Engaging employees through initiating team-building activities and programs.
- Design and implement engagement surveys to gather insights and measure the engagement level of associates.
- Contributing to restructuring departments to increase efficiency and align activities with business objectives.
- Create and develop HR initiatives including but not limited to competency models, Performance Management Framework, code of conduct, employee handbook, and Succession Plan.

Orange Egypt

Cairo

Human Resources Senior Specialist (Operations)

Jun 2020 - Sep 2021

- Employee benefit plans and policies
- Ongoing administration and annual renewal of health, dental, vision, life/AD&D, and disability insurance including enrollment/changes/terminations for staff.
- Coordination with Finance for payroll.
- Liaison with the benefits broker.
- Conduct the annual competitive review, and follow and share with the CAO trends and developments in the field.
- Ensure qualified and non-qualified plans comply with applicable legislation and regulations.
- Specifically: all required testing and reporting are completed on time.
- All required filings are completed and filed.
- Support the Administrative Committee.
- Maintain relationships with plan record-keeper, consultants, and all service providers for the plans; and stay current on and update CAO on legislation, trends, and developments in the field.
- Prepare and distribute benefit and policy communications for staff including renewal communications, policy changes, and the annual Employee Benefits Statement.
- Administer policies and programs, e.g., transit and parking program, tuition reimbursement, professional certification, continuing education, and leaves of absence.
- Carry out the day-to-day operations for Human Resources, e.g., leave administration, sign-ins/sign-outs.
- Assist staff in understanding and using their employee benefits.

HSBC Egypt

Cairo

Corporate Services Officer (Global Banking and Large Corporations)

Feb 2019 - Apr 2020

- Manage a client portfolio to maintain existing and generate new relationships for the business
- Contribute to continued servicing of customer needs and deepen the existing relationship
- Actively contribute to the GLCM pipeline ensuring it is accurate and current

- Maintain close liaison with key stakeholders to provide input into the strategic direction of the business and the functionality and launch of new products and services
- Generate referrals for other HSBC Global Businesses e.g. Private Banking (PB), Retail Banking, and Wealth Management (RBWM) as appropriate
- Keep abreast of external factors influencing international business e.g. economic, cultural, geographical, procedural, and regulatory requirements
- Build and maintain close relationships with clients proactively acting on direct customer feedback, market surveys, and client engagement programs.

EDUCATION

Cairo University

Cairo

*Faculty of Arts, English Language & Literature
Department*

Date 2018

La Rose De Lisieux Schools

Cairo

High School

Date 2014

SKILLS

Soft skills: presentation skills – research skills – attention to detail interpersonal skills, and business writing. Technical abilities: Excellent at Microsoft Office programs, Visio, Zendesk, Dynamics, SAP, and Oracle System.

CERTIFICATES & MERITS

- 40+ Certificates from LinkedIn Learning. In addition to 10 Skill badges.
- Graduate Diploma Human Resources Management (Paris ESLSCA Business School) 2022.
- Finance for HR Professionals from (Beacon Fintrain).
- Problem-solving & Decision Making from (Impact).
- CBI & Interviewing Skills from (Job Master).
- Balanced Communication from (Quest).
- Change Management from (Engage).
- Brilliant Conversations from (Engage).
- Business writing from (Global Terminologies).
- HR Data Analytics from (AUC).
- Integrated Talented Management Professional from (AUC).
- Certificate from Cairo University for participating in the career coaching program.
- Certificate from GIZ for participating in (new places for civic and political participation) workshop.

- Certificate from the Arab European Center for Youth and Development for completing a training course in personal skills development (community development –aims achievement- self-understanding- teamwork skills- leadership skills).

PERSONAL DETAILS

City: Manial, Cairo,

Military status: Exempted

Marital status: Single