

## ESLAM NASRELDEEN ABDEL MONIEM HUSSIEN



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### SUMMARY

HR professional with over 11 years of experience across Egypt, KSA, and the MENA region in HR operations, HRIS, OD, payroll, talent acquisition, employee relations, and compliance. Proven expertise in implementing and managing SAP SuccessFactors, OMADA, and Power BI reporting to enhance HR data accuracy and decision-making. Held leadership roles in top organizations including ALPLA, El Sewedy Hospitality, APEX Pharma, and Marriott International. A Law graduate with a Diploma in Human Resources Management, recognized for strong collaboration, analytical skills, and the ability to build high-performing teams and foster productive work environments.

### Education

Bachelor of Law - Cairo University - Class 2012

Human Resources Management Diploma - NGC Academy - Class 2014

### Experience

#### Human Resources Lead (MENA Service Center) - ALPLA International

October 2024 Till Now



#### HR Operations & Service Delivery

- Lead and manage all HR operational processes, ensuring accuracy, consistency, and compliance with company policies and local labor laws.
- Oversee employee lifecycle activities including onboarding, offboarding, total rewards management, contract renewals, workforce planning, cost management and employee records.
- Ensure smooth execution of HR services, administration and master data management.

#### Strategic & Operational Projects

- Lead and contribute to HR strategic and operational projects.
- Identify opportunities for process improvement and operational excellence.
- Supporting change management initiatives impacting HR operations.

#### Budgeting, Reporting & Analytics

- Lead HR budgeting, cost control, and periodic HR financial reporting.
- Develop and maintain HR dashboards, analytics, and KPIs to support decision-making.
- Provide regular insights on headcount, turnover, costs, and operational efficiency.

#### Total Rewards & Payroll

- Manage Total Rewards operations in coordination with relevant stakeholders.
- Review payroll outputs to ensure accuracy, compliance, and timely reporting.
- Support compensation-related reporting and analysis as required.

### **HRIS & Digitalization**

- Drive HR digitalization initiatives, ensuring optimal utilization of HR systems.
- lead HR Operations for HRIS, payroll systems, and workflow automation using SAP SuccessFactors & OMADA ERP
- Partner with IT to enhance system efficiency and data integrity.
- Lead all HRIS transactions and reporting, ensuring data accuracy and efficiency.

### **Policies, Compliance & Audit**

- Formulate, review, and maintain HR policies, procedures, and SOPs.
- Ensure compliance with internal governance frameworks and external labor regulations.
- Lead HR audits and address gaps through corrective action plans.

### **Assist. Human Resources Manager - El Sewedy Hospitality, Egypt**

February 2024 Till October 2024



- Managed end-to-end HR operations for a headcount of 250+ employees across all Venues including payroll, recruitment, and employee relations
- Manage Payroll Process including (Calculations, Taxes, Social insurance, bonus, Bank Transfer, JV, etc.)
- Lead the hiring and onboarding process, ensuring compliance with company policies and local labor regulations.
- Provided guidance and support to management on employee relations, performance issues, and policy interpretation.
- Developed and submitted HR reports (LTR, Retention) to improve management visibility and data-driven decision-making.
- Ensured successful coordination with audit and governmental authorities, maintaining full compliance.

### **Human Resources Account Manager - APEX Pharma, Cairo, Egypt & KSA**

February 2020 Till February 2024



- Managed full HR operations for a headcount of 1,000+ employees across Egypt and KSA.
- Lead the successful implementation of ERP – MENAITECH HRIS, streamlining payroll and leaves, improving efficiency and accuracy across Egypt and KSA operations.
- Review payroll outputs and processing to ensure accuracy, compliance, and timely reporting to ensure compliance with tax, social insurance, and labor laws.
- Developed and revised HR policies, aligning them with business needs and compliance requirements, which improved audit readiness.
- Supported talent acquisition by conducting interviews and onboarding, reducing average time-to-hire.
- Manage Total Rewards operations in coordination with relevant stakeholders.
- Support compensation-related reporting and analysis as required.

## **Human Resources Supervisor - The Ritz Carlton International, Cairo, Egypt**

March 2016 Till January 2020



THE RITZ-CARLTON

- Supervise recruitment and onboarding, boosting retention in critical role using GRS - SAP Success Factors.
- Lead employee records using PeopleSoft SAP.
- Submit payroll reports to finance.
- Develop and maintain positive and productive working relationships to achieve common goals.
- Respond to questions, requests and from employees and management regarding HR programs, policies and guidelines.
- Assist in monitoring/tracking employee relations issues including resolution and follow-up of issues.
- Observe and monitor employee and manager activities to ensure compliance with company policies and procedures.
- Monitor all hiring and recruitment processes for compliance with all local laws and company policies and standards.
- Prepared HR reports (LTR, Retention, BSC) to support management decisions.

## **Human Resources Generalist - Marriott International, Sharm El Sheikh, Egypt**

October 2014 Till December 2015



### **Technical Skills**

- HRIS Implementation & Administration
- SAP SuccessFactors (OD, Recruitment Modules GRS, People Soft)
- ERP Systems (MENAITECH)
- Payroll Systems & Budget Control Reporting
- Data Analysis & Power BI (LTR, Retention, Balance Scorecard)
- Travel & Administration Management Systems

### **Personal Skills**

- Communication and negotiation skills
- Leadership and team management
- Problem-solving and decision-making
- Time management and multitasking
- Attention to detail and accuracy.