

# Shady Morris Saleeb

## Human Resources Manager

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• [LinkedIn](#)

Highly experienced and passionate Human resources manager with more than 16 years of hands-on strong background coordinating performance evaluations , Recruitment , Payroll, benefits, Compensation, administration, Performance Management, Training, Development, HR Policy and Organizational Design, Contract Negotiation and Strategic Planning. As well as overall management, skills including staff management & project leadership. Excellent experience with handling leadership and business partners across regions and different culture

### Area of expertise include:

- |                      |                        |                            |
|----------------------|------------------------|----------------------------|
| * Human resources    | * Strategic management | * Training                 |
| * Talent acquisition | * Leadership           | * Performance management   |
| * Team building      | * Problem solving      | * Organization development |

### Industries:

**Food & Beverage - Manufacturing – IT – Automotive – Marketing & advertising - Training & education – Medical - Telecommunications – Retail management – Technology.**

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## Professional Experience

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### **ARCORP**

**Group total rewards Manager.**

- AMAN FOOD & BEVERAGE



- Review and audit all group companies polices and procedures. (Dec 23 till Now)
- Initiate benefits plan for the group's companies.
- Support HR teams with different needs.
- Evaluate performance of the HR teams of the group.
- Supporting strategic objectives.
- Hiring staff and negotiating employment agreements.
- Ensuring compliance with laws and regulations.
- Managing staff wellness and performance reviews.
- Motivating and supporting current staff.
- Maintaining staff records.
- Handling employee benefits.
- Identifying staffing needs and creating job descriptions.
- Designing and directing training programs.

## **AMD GROUP (Tele – Tawasol – Ayadi)**

### **Group human resources manager.**

- Telecommunication – Retail management – Facility management

- Developing and implementing human resources policies.
- Supporting strategic objectives.
- Hiring staff and negotiating employment agreements.
- Ensuring compliance with laws and regulations.
- Managing staff wellness and performance reviews.
- Motivating and supporting current staff.
- Maintaining staff records.
- Handling employee benefits.
- Identifying staffing needs and creating job descriptions.
- Designing and directing training programs.



(Dec 22 till Dec 23)  
(Head count 1500 +)

## **Food Club**

### **Human resources Lead**

- **Food & Beverage – Owns 5 brands:**

(Vegas – Orro – Pascal – Ricci – la Bouffe)



(July 2021 until Dec 22)  
(Head count 1000 +)

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining a company directory and other organizational charts
  - Recommending new policies, approaches, and procedures

**Curenta** - California – USA (Project based)

- **Medication management of Long term healthcare.**

At California, United States of America

\* Job title: **Human resources Lead**



(Jan 2021 to Jul 2021)  
(head count 200 +)

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Maintaining a company directory and other organizational charts
- Recommending new policies, approaches, and procedures

**The Egyptian Saudi Company (ESC Holding. - FLO water)**

– FMCG for Natural Water and Food Industries for Egypt and Middle East

\* Job title: **Human resources Lead**



(May2019 to Jul 2021)  
(head count 500 +)

- Reviewing, Auditing and formulating all human resources divisions.
- Formulate recruitment policy and ensure proper implementation.
- Setting the recruitment budget In addition to annual objectives.
- Choose and deal with the different channels to source candidates, including employment fairs and online employment websites.
- Screen and filter all selected candidates who best meet the requirements and select the best qualified for the required positions
- Qualifying and interviewing candidates, performing detailed reference checking, extending and negotiating offers of employment.
- Evaluate each candidate per his/her skills, knowledge, experience and write assessment reports.
- Supervise all the recruitment activities.
- Develop and implement strategic and innovative recruiting plans to minimizing cost per hire.
- Motivate the team members and monitoring staff performance and progress.
- Follow up on the KPI's of the employees

## **Marco trade Co.**

– Automotive (Importing and manufacturing)

(Nov2014 until May 2019)

\* Job title: **Human resources supervisor**

- Formulate recruitment policy and ensure proper implementation.
- Setting the recruitment budget In addition to annual objectives.
- Choose and deal with the different channels to source candidates, including employment fairs and online employment websites.
- Screen and filter all selected candidates who best meet the requirements and select the best qualified for the required positions
- Qualifying and interviewing candidates, performing detailed reference checking, extending and negotiating offers of employment.
- Evaluate each candidate per his/her skills, knowledge, experience and write assessment reports.
- Supervise all the recruitment activities.
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- Follow up on the KPI's of the employees

## **Green pack & Eco pack - Manufacturing packing & packaging products**

\* Job title: **Human resources Business partner**

– **freelancer**

(Sep. 2018: June 2019)

### **Main duties:**

- Rebuilding & Organizing all related HR system for the Purposes of expanding.
- (OD, Personnel, compensations and benefits, recruiting)
  
- Recruiting a new staff that can follow up and support the expanding process.
- Drawing new strategies that insure a safe ground for any future goals.
- Managing a team of four employees
- Reporting directly to the owner.

## **Youth Scope - Educational & Learning center**

\*Job title: **HR and soft skills Trainer** (Freelancing position)

Provide Human resources training courses for Egyptian college's students and experienced employees.

## **Akbar el Youm - The Egyptian national newspaper**

\*Job title: **HR generalist**

February 2012: November 2014

Responsible for attendance process , labor law , personnel . ETC  
Responsible of marketing for the newspaper and making deals with our clients.

## **Stream global services** – Overseas customer service & call center

Job title: **Support professional agent** (serving USA & Canada) 2011: 2012  
Job title: **Recruitment specialist** (for 6 months)

- Getting feedback from customers about anything and conducting the overall customers satisfaction.
- Handling major issues and customers complains
- Recruiting and hunting new customer service agents

## **Etisalat Egypt**

Job title: **CRM agent** (Customer Relation Management) June 2010: Jan 2011.

- Getting feedback from customers about anything and conducting the overall customers satisfaction.
- supports our clients at any inquiry.

## **El Badry institution** (Human development & Training institution)

Job title: **Human resources generalist** 2008:2010

- recruiting a team of instructors , organizers , trainers and financials of highly motivated personalities
- Orienting new employees about the work environment
- Teaching some soft skills courses.

## **Education & Distinctions**

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- BSC - Faculty of commerce - English section  
Major: **Business administration**, graduation year: **2010**
- Human resources diploma – **American university of Cairo**  
Duration: 1year- graduation year: **2019** - Grade: **Excellent**
- Family counseling Diploma **Institute of counseling**  
Duration (2) years graduation year: 2014
- Human resources diploma - **Oxford training collage (Stevenage City, UK).**  
Duration: 6 months graduation year: 2009



## Qualifications & academic courses

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- ✚ Studied "GMAT"
- ✚ Best H.R member at "SUINO" model. " Banha university "
- ✚ Human resources course - smart mind center. duration: **40 hours**
- ✚ Personality analysis diploma, "DISK" analysis.
- ✚ Project management diploma. From el **Badry institute** duration: **6 months**
- ✚ Time management course. duration: **16 Hours**
- ✚ Developing & planning course.
- ✚ Memory power workshop.
- ✚ Communication skills workshop.
- ✚ Mind maps workshop.
- ✚ Goal Setting and Planning workshop

## Languages

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- ✚ Arabic : Mother tongue
- ✚ English : (IELTS score **6** )
- ✚ Italy : Fair (**Don Bosco**)

## Personal Information

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Date of Birth: 1<sup>st</sup> of October 1989

Marital Status: Single

Military Statues: Exempted