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Aspiring for challenging assignments in **Human Resource** with an organization of repute, Human Resources professional with experience administering a range of human resources programs, providing strategic and operational human resources development and managing cross-functional teams that deliver results.

PROFILE SUMMARY

Business Development & Operations Leader with 18+ years of experience driving organizational growth, strategic partnerships, and operational excellence across education and manufacturing sectors. Demonstrated expertise in expansion planning, stakeholder negotiation, cost optimization, and cross-functional leadership to support executive decision-making and sustainable business growth.

Strong background in human capital strategy, workforce planning, and performance management, enabling alignment between operational capabilities and business objectives. Proven track record in system implementation, process restructuring, and building high-performing teams that enhance productivity and organizational stability.

AREAS CORE COMPETENCIES:

- Business Development Support & Expansion Planning
- Strategic Workforce Planning
- Organizational Restructuring
- Stakeholder & Vendor Negotiation
- Cost Optimization & Budget Control
- Performance Management Systems
- HR Digitalization & Process Automation
- Risk & Compliance Management
- Cross-Functional Leadership
- Operational Efficiency Enhancement
- and merit structure.
- Insurance (social & Medical).
- Payroll system

EMPLOYMENT DETAILS

September 7, 2025 – Present El Alamia for Furniture (Riaddco 2000), as **HR Manager** | **Strategic Business Partner**

- Lead the Human Resources function for **480+ employees** across all company departments in the furniture manufacturing industry.
- Oversee the full cycle of **recruitment, selection, and onboarding**, ensuring the attraction and retention of top talent.

- Design and roll out a **structured salary scale and compensation framework**, ensuring internal equity and market competitiveness.
- Designed and implemented a **structured salary scale and compensation framework** supporting cost control and retention.
- Established organizational **structure, job families, and reporting hierarchy** to enhance operational clarity and productivity.
- Partnered with executive **management on workforce planning** and long-term growth strategy.
- Standardized **policies and performance systems** to improve accountability and operational efficiency.
- Ensured full **compliance with labor regulations**, minimizing legal and financial risk exposure.
- senior management to align **HR practices with business strategy**, driving efficiency, retention, and productivity.

April 15, 2025 – August 31, 2025 El Tagoury House, as Freelance HR Project Manager | Organizational Setup & Business Structuring

Key Result Areas:

- Established the **HR department** from inception, building policies, procedures, and operational frameworks.
- Designed **organizational structure and governance** model to support scalability.
- Led **recruitment of key business-critical** roles (Marketing, Sales, Operations, Finance).
- Developed **compensation framework** aligned with market benchmarking.
- Registered **trademarks and managed** documentation supporting brand positioning.
- Delivered full **HR system** handover ensuring operational sustainability.

May 2024 – Till September 2025 El-Galala University, as HR Section Head

Key Result Areas:

- Gathering Information To complete the employee handbook.
- Establish the workflow for each section of the human resources department and the department's hierarchy.
- Join in updating the Rules and Regulation Instructions of the University.
- Responsible For the (The University Benefits) that includes:

Health Insurance Benefits (Medical Insurance, Make TOB, Correspondence and communication with the Medical companies. Collect, Filtering and compared Offers, make recommended proposals to the management, Cooperation with the chosen Company and analysis, review a benefit of the contract, Follow up the company's work.

- Responsible about making the monthly HR Magazine.
- Manage holidays and related document processing to ensure all employees receive their annual holidays.
- Issuing the resigned employees' final settlement
- Database for Admin staff (CV's & another required document).
- Maintained records and compiled statistical reports (hires, transfers, performance appraisals, absenteeism rates and Overtime).
- Conduct general employee induction in personnel policies and procedures to make them aware of the same.
- Developing and implementing the performance appraisal system for the University and coordinating it with other line managers & Deans.
- Follow up the evaluation of the Probation period for new employees and finalize the evaluation's findings.
- Conducting (Employees Satisfaction Surveys) to measure their satisfaction towards work place & their jobs.

October 2015 – Till March 2022 with Gaballah Group, as HR Manager | Organizational Restructuring Lead

Key Result Areas:

- Developing an action plan for rebuilding and restructuring the human resources department and taking all necessary steps for:
- Inventorying employees and dividing them according to companies and departments and setting up an archiving system for all employee data (hard & soft).

- Building the company's administrative structure.
- Developed and executed restructuring plan for multi-company group.
- Preparing a team to carry out management tasks and distributing them to departments
- Implementing a special system for calculating salaries.
- Developing a plan for training employees and following up on its implementation.
- Establishing an evaluation system for each company employee according to his position and responsibilities.
- Sorting the CVs according to the departments and sending them to head of dep.
- Follow-up contracts and social insurance and make monthly reports.
- Submit periodic reports to the higher management on the performance of employees, the percentage of absence and attendance in each department, and the percentage of overtime Conducting HR policies concerning the HR department rules & organizations

April 2012 – August 2015 with Abdeen Tents. HR & Business Development Lead

- Developing and implementing HR strategies
- Managing the recruitment and selection process
- Oversee and manage a performance appraisal system that drives high performance
- Monitoring training needs and developing and managing employee training programs.
- Enforcing company policies and leading disciplinary procedures.
- Managing employee records and maintaining accurate and up-to-date HR databases.
- Managing HR budgets and providing reporting HR activities to the HR director and other senior managers

October 2008 – March 2012 with Canadian International College –CIC. HR Senior Supervisor

Support in establishing, Formatting & Organizing the CIC rules & regulation book 2008 & Amendment, Add, Formatting & Organizing The 2009 Copy, & starting to translated to make an Arabic copy.

- Issuing Performance Appraisal & sorting out the required trainings needed.
- Handling the Interview process & sorting the most matching CVs to work in terms of time and work entrance exams.
- Issuing employees extra pays & over time for CIC workers
- Handling Employees training process that includes: Action Plan- Placement Test – Course Schedule – Following Up the deductions of the Courses Fees – Make survey about the employee's satisfaction concerning the courses.
- Making the (Action Plan) for each department courses & workshops (Training & Development Section).
- Conducting periodical training researches & course evaluations.
- Gathering data for the employee hand book for new staff.
- Responsible For the (CIC Benefits) that includes:
 - Health Insurance Benefits.
 - Education Support (Post Graduate Subsidization).
 - Transportation Allowance.
 - Staff children Nursery.
 - Application of Advances & Loans.
 - Employees HR letters (per request).
- Responsible about making the monthly HR Magazine.
- Manage holidays and related document processing to ensure all employees receive their annual holidays.
- Issuing the resigned employees' final settlement
- Database for academic part time staff (CV's & CV's & another required document).
- Maintained records and compiled statistical reports (hires, transfers, performance appraisals, overtime and absenteeism rates).
- Formatting, organizing & amendments for the CIC rules & regulation book 2008, 2009, 2010, and 2011 & started in translating to make an Arabic version.
- Conduct general employee induction in personnel policies and procedures to make them aware of the same.

- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Conducting (Employees Satisfaction Surveys) to measure their satisfaction towards work place & their jobs.

October 2006 – June 2008 with United Sons Company. Accountant

Responsible mainly about analyzing expenses & revenues for preparing balance sheets, in addition to carrying out the entire treasury activities like analyzing Cash flow.

April 2003 – September 2006 with Pepsi-Cola Egypt. System Admin

- Handled multifaceted clerical tasks (e.g., data entry, filing, records management) as the assistant to the registrar and admissions offices.
- Coordinated Manufacturing & Warehousing capability system (Pepsi cola SYS.) for Quality, Maintenance& Production Departments.
- Providing administrative support to the office staff as needed. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

June 1996 – Dec. 1997 with United Sons Company. Secretary

Responsible mainly about carrying out all secretary activities i.e. Answer and distribute all incoming calls, receive, send, and deliver faxes & process and acknowledge all correspondences & filing.

EDUCATION

2010 MBA in Human Resources, Arab Academy for banking & financial sciences

2005 Bachelor of Commerce, Major Accounting, Ain Shams University

TRAINING:

- Microsoft Office Specialist (MOS), 2007
- RAT Training Program, 2005
- Soft Skills Diploma, Narita Academy
- Soft Skills, 2010
- دورة " الممارسات و الوثائق الداعمة لمؤسسات التعليم العالى " ، 2010
- دورة " التخطيط الإستراتيجى لمؤسسات التعليم العالى " ، 2010
- HR Metrics.

KEY SKILLS:

- **Office Skills:**
Office Management.
Records Management.
Self-development
Database Administration
Microsoft Office Windows
XP.
HR Metrix

Personal Skills:

- Event Management
- Calendarling
- Hard Worker
- Ambitious

Team Worked
Fast Learner
Self-training &
development

LANGUAGES:

English: Very Good (spoken & written)

PERSONAL DETAILS

Date of Birth: 16th of July, 1977