

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the HR Manager position at [Company Name]. With over 15 years of progressive HR experience across industrial, construction, security, and manufacturing sectors, I bring a proven track record in HR operations, payroll management, compliance, and organizational development. I hold a Bachelor of Law from Mansoura University and have led HR functions at companies including PASSAP, Unbuild, African Security, Mediterranean Industrial, and EI-GARHY.

Throughout my career I have delivered measurable improvements in efficiency and compliance, including:

- Reducing recruitment cycle time by 25% through streamlined sourcing and onboarding at PASSAP.
- Automating payroll and HRIS processes at Unbuild to ensure full compliance with tax and social insurance requirements.
- Building payroll and personnel systems from scratch at African Security, ensuring accurate payroll for 2,000+ employees and passing external audits without findings.
- Reducing absenteeism by 20% at Mediterranean Industrial through attendance monitoring and targeted interventions.
- Implementing KPI-driven performance management and digitizing HR processes at EI GARHY to support organizational growth.

I am experienced with HRIS platforms (SAP, ERP), payroll and benefits administration, labor law compliance, performance management, and employee relations. I combine technical HR skills with a collaborative leadership style, working closely with senior management to align HR strategy with business objectives and to implement practical, results-oriented solutions.

I am confident that my experience and approach would add value to your HR team. I welcome the opportunity to discuss how I can support [Company Name] in achieving its people and business goals. Thank you for considering my application.

Sincerely,

Ayman Shabana

Curriculum Vitae – Ayman Shabana

Personal Information

- **Name:** Ayman Shabana
- **Location:** Shorouk City, Cairo, Egypt & Hadayek October, Giza, Egypt
- **Mobile:** 01000762488
- **Email:** aymanshabana83@gmail.com
- **Languages:** Arabic (native), English (professional)
- **Date of Birth:** 6 June 1985
- **Nationality:** Egyptian
- **Marital Status:** Married
- **Military Status:** Exempted
- **Driving License & Private Car:** Available



Objective

Experienced HR Manager specializing in compliance, organizational development, and talent management. Seeking challenging opportunities to leverage expertise in HR operations, recruitment, and organizational efficiency to drive business growth.

Education

Faculty of Law, Mansoura University – 2007

Work Experience

○ HR Manager – EI-GARHY GROUP

Heliopolis, Cairo, Egypt | October 2025 – Present

- **Responsibilities:**
 - Develop and implement HR strategies aligned with business objectives.
 - Responsible for recruitment, onboarding, and workforce planning.
 - Manage employee relations, performance management, and compliance.
 - Preparing payroll, compensation, and benefits administration.
 - Lead training and development initiatives.
 - Collaborate with senior management on organizational development and restructuring.
 - Drive employee engagement programs to foster a positive work culture.
- **Achievements:**
 - Creating HR policies to align with updated labor laws.
 - Streamlined recruitment process, reducing hiring time.

- Introduced KPI-driven performance management system.
- Digitized HR documentation and payroll processes.
- Launched employee engagement initiatives boosting retention.
- Designed training programs tailored to project needs.
- Supported organizational growth through collaboration with senior management.

○ HR Operations Manager – PASSAP Home Appliances

10th Ramadan, Sharkia, Egypt | October 2023 – September 2025

▪ Responsibilities:

- Developed and implemented HR policies and procedures.
- Oversaw compliance with labor office, insurance, and industrial safety.
- Managed recruitment, onboarding, and seasonal employment needs.
- Administered HRIS and payroll for the group.
- Handled grievances and disciplinary actions.
- Coached and developed HR team members.

▪ Achievements:

- Standardized HR policies ensuring full compliance with Egyptian labor law.
- Reduced recruitment cycle time by 25% through improved sourcing and onboarding.
- Implemented HRIS upgrades enhancing data accuracy and reporting efficiency.
- Developed seasonal workforce planning strategy, cutting temporary staffing costs.

○ HR Operations Manager – Unbuild Industries & Construction (SAP User)

Nasr City, Cairo, Egypt | April 2022 – July 2023

▪ Responsibilities:

- Ensured compliance with labor laws and social insurance.
- Managed payroll, HRIS, and compensation & benefits.
- Led recruitment campaigns and interview processes.
- Prepared HR reports (payroll cost, turnover, attrition, etc.).
- Oversaw medical and life insurance programs.

▪ Achievements:

- Automated payroll and HRIS processes, ensuring 100% compliance.
- Introduced new employee benefits package, increasing retention rates.
- Led HR audits across company sites, improving compliance and reducing risks.
- Designed compensation benchmarking reports, aligning salaries with market standards.
- Reduced turnover by 15% through targeted engagement initiatives.

○ Personnel & Payroll Manager – African Security Services Co.

Nasr City, Cairo, Egypt | January 2020 – March 2022

▪ Responsibilities:

- Built payroll and personnel sections from scratch.
- Ensured payroll accuracy and compliance with Egyptian law.
- Administered benefits and statutory reporting.
- Supported audits and legislative updates.
- Managed employee relations and grievance handling.

▪ Achievements:

- Established compliant payroll and personnel systems from scratch.
- Ensured timely payroll for 2,000+ employees.
- Passed external audits with zero compliance issues.
- Introduced digital record-keeping, reducing administrative errors.
- Improved employee relations with transparent grievance procedures.

○ HR Operations Manager – Mediterranean Industrial (ERP User)

New Damietta, Damietta, Egypt | January 2018 – December 2019

▪ Responsibilities:

- Supervised HR and administration functions.
- Managed recruitment, training, and compliance.
- Oversaw payroll, attendance, and government reporting.
- Directed security, housekeeping, and transportation.

▪ Achievements:

- Implemented attendance and time-tracking system aligned with labor law.
- Reduced absenteeism by 20% through monitoring and corrective measures.
- Developed training programs tailored to factory needs.
- Enhanced recruitment process for white- and blue-collar roles.
- Established strong collaboration with government offices for compliance.

○ Personnel & Payroll Supervisor – Arab Dairy Products Co. (ERP User)

Katameya, Cairo, Egypt | January 2013 – December 2017

- Managed attendance, payroll, and compliance with labor law.
- Organized shifts and annual leave.
- Prepared settlements, overtime, and social insurance documents.

○ **HR Senior Specialist – Arab Dairy Products Co.**

December 2009 – December 2012

- Recruitment of blue-collar workers.
- Managed personnel affairs and documentation.

○ **HR & Admin Specialist – Arab Dairy Products Co.**

November 2008 – November 2009

- Maintained employee files and documentation.

Training

- Technical Report Writing – Avanti Management Consulting (2010)
- Social Insurance Training Course – Social Insurance Institute (2010)
- Labor Law Training – CAM
- Legal Office Training – Labor Law & Issues

Skills

- Organizational Development & Compliance
- Recruitment & Talent Acquisition
- Performance Management & KPIs
- Payroll & Benefits Administration
- HRIS (SAP, ERP)
- Training & Development Programs
- Professional Communication (Arabic & English)

Languages

- **Arabic:** Native
- **English:** Professional

References

Available upon request