

MALEK MOSTAFA KAMAL



Organizational Development Manager (OD) | HR Consultant

Cairo, Egypt

+20 101 640 8161

Malekmoustafa2010.mm@gmail.com

linkedin.com/in/malekodexpert

CORE COMPETENCIES

- Organization Design & Job Architecture
- HR Strategy Aligned with Business Directions
- HR Budgeting | HR Cost Center
- Job Evaluation & Salary Structures (Broadbanding)
- Compensation & Benefits Strategy
- Workforce Planning & Cost Modeling
- Talent Acquisitions Strategy and planning
- Performance Management (OKRs, BSC)
- Policies, SOPs & HR Governance
- Training Needs Assessments
- Leadership Development
- Succession Planning
- HR Analytics & Dashboards
- Change & Transformation Management
- HR Business Partnering
- HR Operations Management (Payroll & Personnel)

EDUCATION

B.A. in Accounting (English Section)
Faculty of Commerce

PROFESSIONAL SUMMARY

Organizational Development and Total Rewards leader with **10+ years of progressive HR experience** across manufacturing, logistics, retail, and professional services. Specialized in building **scalable HR operating models** for small and medium enterprises, covering organization design, job architecture, performance management, and compensation & benefits frameworks.

Proven ability to translate business strategy into **practical workforce structures, cost-efficient salary frameworks, and governance systems** that improve clarity, accountability, and performance. Strong partner to CEOs and executive teams during growth, restructuring, and post-inflation adjustment phases. Experienced across full HR functions with a clear managerial and advisory orientation.

SELECTED ACHIEVEMENTS

- Led **enterprise-wide organization redesign** covering 13 sectors, 40 departments, and 325 roles within 90 days.
- Delivered **300+ job descriptions** and a manpower plan for **2,200+ headcount**.
- Designed **authority matrices (200+ authorities)** and **500+ interdepartmental SLAs** to clarify ownership and accountability.
- Built and refreshed **salary structures during high inflation**, improving internal equity and offer acceptance.
- Authored **Job Description Manuals** for 140+ roles and executed workload analysis to optimize staffing.
- Reduced probation turnover through structured onboarding and manager enablement.
- Supported rapid workforce scaling aligned with business expansion strategies.

EXPERIENCE

Organizational Development (OD) Expert | City Glass
(Tableware Manufacturing) | Cairo, Egypt

Apr 2025 – Nov 2025
(Transformation Project)

- Led full OD transformation including organization structure, spans of control, reporting lines, and job architecture.
- Governed job analysis methodology and maintained enterprise JD and competency libraries.

CERTIFICATIONS

- Advanced Total Rewards Management
- Advanced Performance Management Systems
- ISO 9001:2015 Total Quality Management – ICPM
- HRCI HR Certified Professional Diploma
- HR as a Business Partner (HRCI)
- Designing Training Programs (HRCI)
- TOT at (Compass / Canadian Institute / Open2Study)
- (HR/PM/Business) - Coursera

LANGUAGES

Arabic (Native)
English (Professional)

INTERESTS

Boxing • Football

- Developed workforce plans, headcount budgets, and vacancy dashboards in alignment with Finance.
- Designed and implemented performance management systems using OKRs and Balanced Scorecard.
- Established governance frameworks: authority matrices (RACI), SLAs, SOPs, and escalation models.
- Delivered management capability programs on KPI design, performance reviews, and accountability.

Head of HR Consultants | COPE-HR, HRO Solutions (Consulting) | Cairo, Egypt

Oct 2024 – May 2025

- Led HRBP delivery model for multiple client organizations.
- Oversaw organization design, workforce planning, and change initiatives.
- Designed HR frameworks, KPI libraries, and governance models.
- Coached HRBPs on executive stakeholder management and data-driven HR.

OD Consultant (Part-Time) | MINLO (Tank & Koldair) Cairo, Egypt

Dec 2024 – Sept 2025

- Created Job Descriptions through job analysis process linked with Hay job evaluation factors; coordinated with business leaders on role clarity.

HR Business Partner Manager | Staff Arabia – Regional HRO Solutions Cairo, Egypt

Dec 2022 – Aug 2024

- Implemented PMS with OKRs and Balanced Scorecard; aligned individual and team goals to company strategy.
- Developed HR policies/procedures and process flowcharts; strengthened employer branding and talent pipelines.
- Conducted salary structure refresh post-inflation study; scaled workforce by 100%+ to support expansion.
- Improved hiring quality through technical & behavioral assessments; reduced turnover via coaching and onboarding.

HR Consultant (another Freelance projects) | Multiple Clients (IT, Marketing, Retail, Engineering, Education) | Egypt

Sep 2021 – Present

- Delivered OD and HR consulting to 6+ companies: org structures, job descriptions, policies/SOPs, and KPI frameworks.
- Designed C&B programs and incentive schemes; aligned rewards with business priorities to drive retention and performance.

Senior OD Specialist (Project) | Royal Cement Group – Manufacturing | Minya, Egypt

Sep 2020 – Sep 2021

- Produced Job Description Manual for 140 positions; performed workload analysis to right-size staffing per department.

**Senior OD & Training Specialist | Nageh Textile Group –
Manufacturing | Cairo, Egypt**

Feb 2020 – Sep 2020

- Supported L&D and OD initiatives, competency mapping, and SOPs for production functions.

**HR Generalist | JUST SBR – Fashion Retail & Manufacturing
Cairo, Egypt**

Aug 2018 – Feb 2020

- Handled recruitment, onboarding, performance follow-up, and HR operations across stores and factory.

**Recruitment Specialist | Elite Egypt – Recruitment Services
Cairo, Egypt**

Aug 2017 – Jul 2018

- Sourced and placed candidates for diversified roles; improved time-to-fill through pipeline management.

**HR Team Leader (Volunteer) | Resala Charity Organization
Minya | Egypt**

Sep 2015 – Mar 2017

- Led volunteer HR functions including recruiting, training coordination, and records management.