

# Kerolos Reda Herz

Address : St. 9 , Mokattam - Cairo  
Mobile : +201225844443 - +201204949999  
Email : [kerolos.samaan@gmail.com](mailto:kerolos.samaan@gmail.com)

Marital status : Married  
Military status : Exempted  
Date of birth : 10th of May, 1983

## Education:

Faculty of Commerce, English Section , Assiut University-EGYPT – JUNE 2006

PHR® - Certificate – Oct. 2013

MBA – ESLSCA University – Global Management started JAN.23 In Progress- Grad.2025



## Work Experience:



HR Sr. Manager AUG.24 – Present ABELA Egypt (Catering & Services)

HR & Admin. Sr. Manager JUL.23 – JUL.24 ABELA Trains Services & ABELA Egypt (Catering & Services)

Manage all HR Funations & Security.



HR Manager APR.20 – JUN.23 Abela Egypt (Catering & Services)

- Act as a key part of the leadership team, taking a strategic view across the organization and working closely with the CEO to ensure the People Agenda is aligned to the wider strategic agenda.
- Manages all human resources related activities including recruitment, compensation, career development, performance measurement, training and personnel affairs.
- Design and improve the company HR policies that promote a healthy work environment.
- Manage and excute payroll process calculation, Pay completion and verification, Handle variable aspects of pay and personnel transfers, Process bank transfers (e-payroll).
- Formulate and design manpower plan, ISO: Association and assuring the implementation of all ISO standards by the HR Department and all employees.
- Conducting regular follow-up with managers & subordinates to assure effectiveness of recruitment planning and quality of new hires.
- Conduct investigations for employees who are violating company polices & procedures and take the necessary action based on labor law.

## HR & Admin. Manager

DEC.19 – Mar. 2020

Eagle Chemicals Group



- Manages all human resources related activities including recruitment, compensation, career development, performance measurement, training and personnel affairs.
- Directs and oversees all administration related activities including office supplies and transportation.
- Monitors the compensation and benefits data of the Company to determine the competitiveness of the compensation
- Manage the recruitment and selection process and oversee exit interviews.
- Manage the new employee orientation to foster positive attitudes towards strategic goals.
- Management of the insurance policies for the company such as Life Insurance , Medical Insurance
- Update and maintain company organizational chart.
- Contribute to the development, engagement, motivation and preservation of human capital.
- Monitor overall HR strategies, systems, tactics and procedures across the organization.



## Human Resources Manager

MAY.17 – NOV. 19

Egypro FME- Wadi Degla Holding

- Manage & Conduct payroll process calculation, Pay completion and verification on SAP Payroll system, Handle variable aspects of pay and personnel transfers, Process bank transfers (e-payroll).
- Manage all processes linked to personnel administration and social insurance office.
- Prepare, develops and implements HR strategies & policies ( Recruitment, Compensation& Benefits, Communication, Performance Management.) including its relative forms & procedures.
- Develop and update Organization Structure, Job descriptions, Positions, grades in alignment with company vision.
- Discuss manpower plans and recruitment processes with department heads in order to set recruitment budget to fulfill the required manpower using external and internal channels.
- Develop and manage Compensation & Benefits plans, HR annual budget for the whole company.
- Recruit & headhunt and hire talented calibers in different levels, white & blue collars.
- Assisting the GM in developing, maintaining and managing HR initiatives, programs and employee relations.
- Responsible for medical care contract and employees motivation program
- Management of the insurance policies for the company such as Life Insurance , Medical Insurance
- Responsible of mobile bills with the different service providers including the review and approval of the monthly bills.
- Create documentation for policies procedures.
- Report to management and provide decision support through HR metrics.

## Human Resources Manager

Sep.16 – APR.17

El Badry Wooden Industries



- Formulate HR strategies & policies with relative forms & procedures.
- Create and develop manpower database with all required data.
- Establish Compensation & Benefits plan including all employees' benefits & reward plans.
- Recruit & headhunt and hire talented calibers in different levels, white & blue collars.
- Create and develop job descriptions and qualifications required for the company.
- Manage payroll & compensation procedures.
- Lead job offers issuance in coordination with operations director.



**Compensation & Benefits Supervisor      JUN.12 – AUG.16**

**Travel Choice Overseas Ltd Formerly Thomas Cook Egypt**

- Process, Review and calculate the monthly payroll variables and all related incentives on time every month.
- Updates payroll records and process the hiring follow-up for all new hires to be included in the payroll.
- Prepare HR yearly budget and reconcile on monthly basis Budgeted vs actual.
- In charge of issuing related checks to different suppliers and tax authorities also electronic transfers to bank accounts.
- In charge of compensation and benefit scheme ( including insurance schemes by law as well as by company's policy).
- In charge of all HR reports requested by local authorities and top management.
- Prepare accruals and journal entries to record payroll transactions, reconcile sub-ledger to GL accounts.
- Responsible of the yearly annual income tax reconciliation with audit office.
- Participate, implement compensation & benefit restructuring projects, grading and salary structure at company.
- Delegated by Head of HR to deal with employees and prepare final settlement for leavers.
- Responsible for updating manpower, Headcount regarding resignations and recruiting.
- Lead job offers issuance in coordination with talent acquisition team.
- Responsible of employees' profit share calculation and distribution.



**Mercedes-Benz**

**Sr. Payroll & Personnel Specialist      JAN.10 – JUN.12**

**Egyptian German Automotive EGA S.a.e**

**Mercedes Benz industrial J.V. in Egypt**

**HR Specialist      JAN.07- DEC.09**

**Orascom Construction Industries**

**Payroll & Personnel**

**Projects coordination**



**Training Courses:**

**Salary Structure/Communication Skills/Business Writing/Fundamentals of HR.**

**General English programme in The British Council – Egypt.**

**Personal Skills:**

Excellent Communication and report writing skills.  
Team work player and leader , Hard worker, Works under stress.  
Solid experience of **SAP** HCM PA/OM/TM/PY for HR Core.



**Computer Skills:**

➤ **Excellent knowledge of Microsoft Office® , Visio ,**  **G Suite Google**

**Language Skills:**

- **English      : Fluent ( Speaking & Writing )**
- **French        : Good**
- **Arabic         : Mother Tongue**

**Reference available upon request**