

SOLIMAN EZZAT SOLIMAN

SENIOR HR MANAGER

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PROFESSIONAL SUMMARY

Senior HR Manager with more than 18 years of progressive experience across manufacturing, construction, real estate, and HR consultancy environments. Strong background in talent acquisition, payroll, employee relations, compliance, HRIS, performance management, and organizational development, with a practical leadership style that improves discipline, retention, and service delivery. Experienced in building HR structures from the ground up. Proficient in SAP SuccessFactors, SAP-based HR operations, Odoo HR systems, and HRIS administration.

CORE COMPETENCIES

Operational HR Leadership | Talent Acquisition | Payroll & Personnel Administration | Employee Relations | HRIS | SAP SuccessFactors | Odoo HR Systems | Performance Management | Job Analysis | Job Descriptions | Salary Scale & Grades | Compensation & Benefits | Labor Law Compliance | Policy Implementation | Workforce Planning | Training & Development

SELECTED LEADERSHIP IMPACT

- Built the HR department from scratch and introduced practical HR systems that improved consistency, controls, and service delivery.
- Established clear performance appraisal systems and designed job analysis, job descriptions, salary scales, and grades.
- Managed HR support for more than 3,200 employees and led operations across 8 branches.
- Supervised 16 HR staff and helped reduce employee turnover by 25%.

PROFESSIONAL EXPERIENCE

HR Manager | Ahram Plastic Group - Egypt

Plastic Manufacturing | Oct 2024 - Present

- Built the HR department from scratch, establishing the core HR structure, workflows, and governance framework to support business growth and operational discipline.
- Designed and implemented clear performance appraisal systems, job analysis, job descriptions, salary scales, and grading structures to strengthen accountability, organization design, and pay consistency.
- Lead end-to-end HR operations including talent acquisition, onboarding, payroll coordination, employee relations, policy implementation, and HR administration.
- Partner with leadership on workforce planning, compliance, and HR strategy execution in a structured performance-driven environment.

Personnel & Government Relations Manager | Tabarak Holding - Egypt

Real Estate Development | Oct 2020 - Oct 2024

- Led personnel operations and government relations across 8 branches, ensuring compliance, process standardization, and strong operational control.
- Supervised 16 HR staff and managed employee contracts, renewals, separations, work permits, residency procedures, and social insurance administration.
- Helped reduce employee turnover by 25% through stronger employee relations practices, improved HR discipline, and consistent people support.

HR Manager | Shibh Aljazeera Construction - Egypt

Construction | Mar 2019 - Oct 2020

- Managed recruitment activities including job analysis, sourcing, screening, and candidate selection to support staffing needs.
- Developed HR policies and procedures, oversaw personnel administration, and maintained compliance with labor law and social insurance requirements.

Personnel Section Head | Top Business HR Consultancy - Egypt

Major accounts: Coca-Cola Bottling Company (3,682 employees) and Egyptian Drilling Company (1,026 employees) | Feb 2008 - Feb 2019

- Supervised personnel operations for major corporate accounts and supported HR service delivery for workforces exceeding 3,200 employees.
- Managed payroll-related administration, attendance, leave records, deductions, employee documentation, and social insurance activities.
- Prepared HR reports, dashboards, and job descriptions while supporting employee relations and compliance-focused personnel operations.

EDUCATION

- MBA - Master of Business Administration, In Progress
- HR Diploma, Completed
- Bachelor of Commerce, Ain Shams University - Egypt, 2007

SYSTEMS, SKILLS & LANGUAGES

- Proficient in SAP SuccessFactors, SAP-based HR operations, Odoo HR systems, and HRIS administration.
- Hands-on experience in recruitment workflows, payroll coordination, attendance systems, employee records, and compliance documentation.
- Microsoft Office: Excel, Word, PowerPoint
- Arabic - Native | English - Fluent | French - Fair