Ghadeer Bahaa El Din

HR Manager | HR Consultant Strategy| HR Transformation

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PROFESSIONAL SUMMARY

Strategic HR Leader driving business growth through HR transformation, organizational development, and workforce optimization. 12+ years of experience managing large-scale organizations (5,000+ employees) and controlling payroll budgets exceeding EGP 300M. Proven ability to build HR systems from scratch, enhance organizational efficiency, and support leadership in critical business decisions. Providing HR consulting services to support business scalability and structure.

CORE EXPERTISE

- HR Transformation
- Organizational Development
- Business Partnering
- HR Operations & Organizational Structuring
- Payroll Governance & Cost Control
- Compensation & Benefits Strategy
- Recruitment & Talent Acquisition
- Labor Law & Compliance
- Performance Management Systems
- HR Policies & Process Design
- Change Management
- ERP & HR Systems (HRIS, Payroll Systems, Excel Reporting)

HR CONSULTING EXPERIENCE

HR Consultant | Freelance | 2023 – Present

Projects : Adly Academy Sports | Digitalliusion Marketing (UAE) | BUA Education | Manufacturing |Real Estate| Food&Beverage| Retail| Construction

- Built full HR systems from scratch for multiple businesses (50–150 employees) within 2–3 months
- Delivered HR solutions that supported business scalability and operational efficiency
- Structured HR operations (Recruitment, Payroll, Personnel, Policies)
- Reduced workforce costs by 10–15% through restructuring and headcount optimization
- Led end-to-end recruitment and closed 20+ critical roles across functions

- Improved payroll accuracy through control mechanisms
- Designed onboarding processes reducing early turnover
- Developed job descriptions and organizational structures
- Acted as HR advisor to business owners on hiring, structure, and cost control
- Built HR function for fast-growing businesses, reducing hiring gaps within 60 days

PROFESSIONAL EXPERIENCE

HR Manager – El Majd Developments | 2025 – Present

- Leading HR operations for employees across all HR functions
- Designed salary structure and grading system aligned with business needs
- Developed and executed a recruitment plan that enabled the successful hiring of qualified engineers within a limited talent pool.
- Developed and implemented KPIs aligned with business objectives
- Built and initiated succession planning framework
- Led and controlled monthly payroll cycle ensuring accuracy and compliance
- Partnered with leadership team on manpower planning and cost control
- Developed and implemented HR policies and processes
- Partnered with management to support strategic HR decisions

HR Manager – CIRA Group | 2022 – 2024

- Led HR operations for 5,000+ employees
- Led and developed a team of 30+ HR professionals
- Controlled payroll budget exceeding EGP 300M
- Designed Compensation & Benefits framework
- Designed and implemented KPI framework aligned with business objectives
- Built and implemented succession planning framework to ensure leadership continuity
- Led manpower planning and budgeting
- Built workload analysis models
- Developed HR matrices and reports
- Achieved zero penalties in audits
- Drove HR strategy alignment with business goals, directly supporting organizational growth and operational efficiency

HR Personnel Manager – CIRA Group | 2020 – 2022

- Managed Personnel and Payroll for 3,500+ employees
- Ensured full compliance with labor law
- Maintained employee files and documentation
- Handled social insurance processes
- Managed medical insurance operations
- Controlled attendance and disciplinary actions

- Improved processes and reduced operational gaps
- Reduced payroll and personnel errors
- Improved audit readiness and compliance
- Supported HR reporting and operations

HR Supervisor – CIRA Group | 2020 – 2022

- Supervised HR operations across personnel, payroll, and employee relations
- Led payroll processes ensuring accuracy and compliance
- Managed HR team activities and daily operations
- Ensured compliance with labor law and internal policies
- Supported management with HR reporting and operational decisions

Payroll Specialist – CIRA Group | 2017 – 2019

- Managed end-to-end payroll process ensuring accuracy and timeliness
- Handled payroll calculations, deductions, and compliance requirements
- Reduced payroll discrepancies through improved control processes
- Coordinated with finance and HR teams for payroll alignment

Personnel Specialist – CIRA Group | 2015 – 2016

- Managed employee files, contracts, and documentation
- Handled social insurance and governmental processes
- Ensured compliance with labor law and internal regulations
- Supported onboarding and employee lifecycle processes

HR Generalist – Amaar El- Akaria Developments | 2011 – 2015

- Supported recruitment, onboarding, and employee relations activities
- Assisted in payroll and personnel processes
- Maintained employee records and HR documentation
- Supported daily HR operations and administrative tasks

KEY ACHIEVEMENTS

- Managed HR operations for 5,000+ employees
- Controlled payroll budget exceeding EGP 300M
- Reduced payroll errors by 40%
- Built HR systems from scratch for multiple organizations
- Supported business growth through HR restructuring and workforce optimization

EDUCATION & CERTIFICATIONS

PHRI Certification – 2022

LL.B., Ain Shams University – 2011