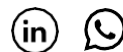


HAYDAR METWALLY

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Fifth Settlement, New Cairo, Egypt.



Objective

I am a seasoned HR professional with over 15 years of experience in Talent Management, Organizational Development, and Performance Management. Proven track record of driving business growth, building high-performing teams, and implementing people-centric systems. Passionate about enabling leaders and strengthening organizational capability.

Strategic

Designing/implementing operating models, organizational restructuring, process flows/optimization, performance management systems, talent management, Succession Planning, Competency Model, corporate policy & procedures.

Operation

personnel, Social Insurance Labor law, medical insurance, payroll, Job content: JDs, JE, Grading and salaries structures, rewarding system issues: short- & long-term remunerations schemes, market surveys and manpower planning.

Post Graduates

- **2025:** MBA from The Arab Academy for Management (**AAMBF**) / Major Business Administration
- **2021:** Certified KPI & PMS Professional from KPI Mega Library.
- **2017:** Professional Diploma in Human Resource Management from RITI.

Education

BSc of Business & Economic, Accounting from Misr for Science & Technology University **MUST**

English section

Grade: Very Good.

May 2008

WORK EXPERIENCE

Head of HR

Ameco Medical - Jan 2022 till Jan 2025 Job

Level: Managerial Level

Achievements:

- Set the all-company benefits strategy
- Illustrate JD and set KPIs
- Implement Performance management system
- Evaluate department Performance Balance Scorecard
- Implement On boarding - job orientation program
- Crafted the Commission and bonuses and incentive scheme

Head of HR

GIT-Zone.com -Oct 2020 till Jan 2022 Job

Level: Managerial Level

Job Responsibilities:

Organizational Development

- Develops and maintains the organizational structure, including the company chart and updated job descriptions for all roles.
- Creates, implements, and regularly reviews comprehensive Human Resources policies, procedures, and guidelines.

Talent Acquisition

- Manages the full recruitment cycle: from sourcing and screening candidates to conducting interviews, facilitating assessments, and extending offers.
- Leads the onboarding and orientation program to integrate new hires and align them with company goals.
- Oversees the offboarding process, including conducting exit interviews to analyze turnover reasons.

Performance & Talent Development

- Implements and administers the organization's Performance Management System.
- Manages the training function by identifying needs, developing annual training plans, and coordinating internal and external programs.
- Personally designs and delivers training in Organization Development (OD) and Performance Management, while delegating functional training to the team.

HR Operations & Employee Relations

- Maintains accurate and confidential employee records and personnel files.
- Serves as a primary point for employee relations, addressing grievances, providing counseling, and conducting investigations as needed.
- Ensures legal and internal policy compliance across all HR activities.

Compensation, Benefits & Payroll Administration

- Oversees payroll preparation by managing attendance, leaves, overtime, and all related adjustments.
- Administers employee compensation, benefits programs (e.g., insurance, allowances), and office provisions (accommodation, transportation, etc.).
- Manages the HR department budget, tracking expenditures for salaries, operations, and contingency allowances.

HR Strategy & Analytics

- Conducts periodic HR surveys (e.g., employee satisfaction, engagement) to gather insights and drive improvements.
- Analyzes HR metrics to inform strategic decisions related to talent, retention, and organizational effectiveness.

Achievements:

- Employee Engagement and retention Program
- Illustrate JD and set KPIs
- Implement On boarding - job orientation program
- Implement Performance management system
- Set the all-company benefits strategy
- Crafted the Commission and bonuses and incentive scheme

Head of HR

BBI Consultancy - Jan 2019 till Sep 2020 Job Level:

Managerial Level

Job Responsibilities:

Organizational Development

- Develops and maintains the organizational framework by designing/redesigning the company chart and ensuring all job descriptions are accurate and current.
- Establishes, implements, and periodically updates comprehensive Human Resources policies, procedures, and management guidelines.

Talent Acquisition

- Manages the full recruitment lifecycle: screening applications, coordinating interviews and assessments, creating candidate shortlists, and conducting offer briefings on role details and compensation.
- Leads the onboarding and orientation process to successfully integrate new hires and foster alignment with company objectives.

Performance Management & Employee Development

- Designs, implements, and oversees the organization's Performance Management System to ensure effective planning, monitoring, and appraisal of employee results.
- Responsible for the training function, including needs analysis, annual training plan development, and scheduling of internal and external programs.

HR Operations & Employee Relations

- Maintains meticulous and confidential employee records, including personnel files, documentation, performance evaluations, and benefits information.
- Manages employee relations by addressing grievances, providing counseling, and conducting investigations into policy violations in accordance with company regulations.
- Oversees the offboarding process, including conducting exit interviews to understand reasons for resignation.
- Oversees the HR filing system and ensures the proper preparation and maintenance of all employee documentation.

Compensation, Benefits & Payroll Administration

- Prepares payroll by ensuring strict application of attendance policies, providing monthly reports on attendance, leaves, and overtime, and maintaining accurate leave balances.
- Administers all employee benefits (e.g., Medical Insurance, allowances) and oversees the provision of staff amenities (Accommodation, Meals, Transportation, etc.).
- Manages the HR and office administration budget, tracking all related expenses including salaries, operational costs, and allowances.

HR Strategy & Analytics

- Conducts periodic HR surveys (e.g., employee satisfaction, exit surveys) to gather actionable insights and guide strategic improvements.

Achievements:

- Illustrate JD and set KPIs
- Automated HR system on Oddo
- Implement Performance management system
- Training Program Internship
- Set the all-company benefits strategy
- Crafted the Commission and bonuses and incentive scheme

● **HR BUSINESS PARTNER**

Al-Madina Group - Nov 2017 to

Dec 2018 Job Level: Managerial

Level

Job Responsibilities:

● **ASEC AUTOMATION**

♦ **HR Supervisor** Jul 2013 till March 2017

♦ **HR Specialist** (Sep 2009 till June 2013)

♦ **Account Payable** (Aug 2008 till Aug 2009)

Job Responsibilities:

Recruitment:

- Handling the recruitment cycle from the request process till the final selection for the suitable Candidates.
- Recruiting candidates for both urgent & planned vacant positions basically relying on existing CVs bank besides placing job announcements on the web& referrals.
- Figure recruitment needs with department managers, Prepare requirement. Announcements using different means ads, requirement agencies, etc.
- Source and attract candidates by using databases, social media etc.
- Screening (Entry, Senior & Managerial levels) candidates resumes and job applications. Follow up all recruitment activities till final selection and hiring.

Personnel:

- Maintain employment and other personnel records regarding administrators and staff on employee databases.
- Distribute, receive, record files like job applications, transcripts, fingerprints, credentials and other information.
- Prepare, update, maintain and process a variety of forms, reports, records, schedules, lists and files according to established policies, procedures, and regulations, verify and post information as necessary to assure completeness and accuracy.
- Provide statistical information as requested by the Director of Human Resources (Balance Leaves, Overtime, Lateness, Head Count for each department and turn over analysis). Compose letters, memoranda, lists and other materials according to established procedures.
- Perform other duties as assigned.
- Conduct the investigation of the violating employees according to the company's regulations.
- Conduct the Exit Interview with the employee.
- Maintains the work structure by updating job requirements & job descriptions for all positions.
- Develops/Updates the Organization chart.
- Maintains management guidelines by preparing, updating, & Establishing rules and regulations.
- Status a functional structure for each department.

Organization Development:

- Maintains the work structure by updating job requirements & job descriptions for all positions.
- Develops/Updates the Organization chart.
- Maintains management guidelines by preparing, updating, & Establish Policies & Procedures.
- Status a functional structure each department. Illustrate JD and set KPIs
- Prepare & follow HR & Project Budget

Responsible for

- Handle the Leaves Database (annual, sick) Handle the monthly attendance.
- Handle all employees Stuff (Accommodation, Meals, water, Stationery, Transportation).
- Handle the Medical Insurance from the contract to deliver the service.

TECHNICAL SKILLS:

- ♦ Performance Management System
- ♦ Organization Development
- ♦ Recruiting
- ♦ Headhunting
- ♦ Interviewing
- ♦ Talent Management
- ♦ International Recruitment
- ♦ Onboarding
- ♦ Orientation
- ♦ HRIS
- ♦ Data Analysis
- ♦ Employee Relations
- ♦ Labor Relations
- ♦ Learning & Development
- ♦ HR Metrics
- ♦ Mass Hiring
- ♦ Talent Acquisition
- ♦ ATS
- ♦ KPIs
- ♦ Employee Engagement
- ♦ HR Budget

COMPUTER SKILLS:

- ♦ SAP
- ♦ Powe BI
- ♦ Odoo ERP.
- ♦ Excellent Knowledge of MS Office & Internet

LANGUAGE SKILLS:

- ♦ Native language Arabic.
- ♦ Professional command of both written and spoken English.

PERSONAL INFORMATION

Date of Birth: 1/3/1986.

Nationality: Egyptian.

Marital Status: Single.

Military Service: Exempted.