



MOATASEM SALEM MOHAMED

HR & Admin Director

(MBA, PMP, Safety Courses)

Contact Information

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Education & Qualifications

Master of Business Administration (MBA)

Financial Management Specialization

Project Management Professional (PMP)

[Certifying Body & Year]

Bachelor of Commerce (B.Com)

Business Administration, Ain Shams University

SAP User

[Specify Modules, e.g., HCM]

Professional Summary:

A highly accomplished and results-oriented HR & Admin Director with 22 years of comprehensive experience driving human resources strategy, organizational development, and administrative excellence across diverse industries including manufacturing (cosmetics, food & beverage, detergents), automotive, healthcare, banking, and technology. Proven expertise in employment law application, payroll management, employee relations, talent acquisition (including headhunting), performance management (KPIs), policy development, and SAP HR systems. Adept at balancing company objectives with employee rights, fostering positive work environments, and achieving significant cost reductions through strategic planning and process optimization. Possesses strong leadership capabilities with a track record of building high-performing teams and implementing effective HR frameworks (including Odoo and SAP) to support business growth and operational efficiency.

Professional Experience:

Group HR & Admin Director



Egyptian Company for Cosmetics (ECC) Group | July 2024 – Present

Cosmetics Factory 1 & Cosmetics Factory 2 & Nutrition Hub & Smart Pack and Kato Prestige Factory from July 2024 till Now

Head of HR, Administrative Affairs, and Occupational Health & Safety Management:

- Spearheaded HR development by linking recruitment and labor costs directly to productivity metrics.
- Established comprehensive company policies and a transparent organizational structure, enhancing clarity and fairness.
- Developed a competitive market-based salary scale and grading system for all employee groups.
- Implemented robust compensation, benefits, and performance management systems, including a fair career path structure.
- Designed and executed structured Training Needs Assessments (TNA) and training plans, improving employee efficiency.

Core Competencies

- Strategic HR Management
- Policy Development
- Manpower Planning
- HR Budgeting
- Organizational Structuring
- Performance Management / KPIs
- Talent Acquisition & Management
- Recruitment & Headhunting
- Retention Strategies
- Career Pathing
- Training & Development (TNA)
- Compensation & Benefits
- Salary Scale Design
- Employee Relations
- Legal Compliance
- Administration & Operations
- Cost Reduction
- Occupational Health & Safety
- Systems: SAP HR, Odoo ERP
- Leadership & Communication

Languages

- **Arabic:** Native
- **English:** Professional Working Proficiency

- Created effective incentive compensation and reward policies, boosting productivity and loyalty.
- Developed strategic manpower plans and accurate HR budget forecasts.
- Achieved a 30% reduction in administrative costs through clear cost-reduction policies.
- Enhanced the Occupational Health & Safety system, ensuring compliance and securing necessary permits.
- Managed employee relations, including complaint resolution and implementing fair job transfer policies.
- Oversaw the implementation of the Odoo ERP system for HR operations.
- Directed recruitment, selection, and allocation of human resources to optimize personnel-job fit.

Group HR & Admin Director



My Way Group (My Way, Madera, Taybat, Cleopatra Food) | June 2023 – July 2024

Head of Human Recourse & Admin & Security and Construction Sector:

- Successfully implemented SAP for the Human Resources sector.
- Created and enforced comprehensive HR policies.
- Applied professional employee evaluation systems and developed incentive/reward programs.
- Developed and executed employee training plans (TNA).
- Established robust HR reporting mechanisms for tracking and analysis.
- Created efficient HR filing systems (physical and electronic).
- Developed professional manpower planning strategies.
- Improved employee communication and relations, reducing turnover and enhancing retention through targeted initiatives like job satisfaction surveys.

HR & Admin Director



National Motors Group | March 2019 – June 2023

Head of Human Recourse & Admin & IT and Legal Affairs Sector

- Managed all facets of HR including recruitment, compensation, employee relations, and policy development.
- Oversaw administrative functions, IT infrastructure, and legal affairs coordination.

Regional HR Director



Saudi Health Investment Company (Egypt) | March 2013 – March 2019

Elaj Hospital , Alamal Hospital , Elmashreq Hospital , Oubor Hospital , Alaqad Hospital Elborg Labs , Allied Labs, Elaj Centers, DHA for advertising , Medex Medical Insurance, Al Wataneya Co, Medrec for recruitment and training.

- Provided strategic HR leadership across multiple healthcare and related business units within the group (hospitals, labs, insurance, etc.).

HR Deputy Manager



Piraeus Bank Egypt | December 2007 – March 2013

- Supported HR management in strategy implementation and operations within a universal banking environment.

HR Manager for Western Area



Alhokair Group (KSA) | April 2004 – November 2007

- Oversaw recruitment, employee relations, and HR administration for the Western region of a major hospitality and entertainment group.

OD Senior Specialist



Civil Soft (Cairo, Egypt) | November 2001 – April 2004

- Contributed to developing workforce technologies and Organizational Development initiatives for clients across the MENA region.