

Haytham Zaky
Human Resources Manager

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Summary:

I have more than 15 years of experience and creative and innovative individual with effective HR management skills, goal setting along with strong communication and interpersonal skills. I am self-motivated and have the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities, and adapt easily to new challenges. I enjoy working in a multicultural and dynamic team and look forward to making a difference in a with my HR team.

Work Experience:

HR Manager, Samman Group – KSA & Egypt (June 2023 – present)

Construction – MEP – Factories - Eng.Designs - Pro.Supplies

- Establishing human resources management . KSA-EGYPT
- Establishing systems and regulations in accordance with the Egyptian Labor Law. KSA-EGYPT
- Follow up on all human resources management processes with the team work. KSA-EGYPT
- Establishing manpower, recruitment, training and development systems, and performance evaluation systems and linking them to reward systems. KSA -EGYPT
- Daily work on website Qiwa – Muqem. KSA
- Medical insurance (Al Rajhi Takaful). KSA
- General Organization for Social Insurance. KSA

HR Manager, International Automotive Plastic Company (January 2021 – May 2023)

Setting up the basic systems for managing the group's human resources from:

- Preparing the work regulations and all policies and procedures regulating the workflow in accordance with the provisions of the Egyptian Labor Law and its amendments.
- Preparing the organizational and administrative structure of the organization in all its departments, with an accurate job description for each job in the organizational structure, and setting a policy for measuring annual performance indicators in accordance with KPIS standards.
- All development and training work (developing training plan, training inside and outside the institution, following up on the use of the training content and the effects of training on overall performance, then measuring the return on investment in training ORI).
- Selection and appointment (manpower planning policy, recruitment and selection policy, follow-up to conducting personal interviews according to the requirements and job description, follow-up of new recruits during the probationary period).
- Attendance, departure and salaries (make influencer monthly manually and ERP system, all work with monthly salaries and bank transfers Payroll System, overtime calculation system, vacations, allowances and annual bonuses) .
- Personnel management (following up on work contracts, following up on all government procedures and transactions with insurances and the Labor Office “Forms 1– 2– 6”, opening the company’s insurance file, following up on completing employee files)
- Organizing and following up all procedures related to medical insurance for employees, whether governmental or private medical insurance.
- Ensuring the implementation of all procedures and policies related to quality standards

Training Manager, Infinity Façade Academy one of Soic Infinity (February 2018 – December 2020)

External Training:

- Establishing an integrated academy that works to provide the best specialized courses in the field of Façade engineering.
- Adding training programs to help add knowledge and experience to internal and external workers.
- Joining the Industrial Modernization Center (IMC) in the Technical Department and the Administrative Department.
- Obtaining the accreditation of the National Research Center - Building and Construction in the field of destination engineering.
- Follow-up of training courses held outside the company, organizationally and administratively, for external clients.

Internal Training:

- Collecting and analyzing the company's training needs.
- Defines budget requirements of training objectives; tracks training costs for the company.
- Coordinate with different departments on all specific project updates and training, tracking and reporting all training hours for all positions.
- Contribute through training effectively in the distribution of workload appropriately with the follow-up and development of skills necessary for performance, and performance evaluation.
- Oversee the development of training materials in line with organizational development requirements and performance objectives
- Communicating with external parties and agreeing to establish and organize training courses, whether for internal workers or external clients.
- Work to raise and raise morale, strengthen the leadership role and increase completion.
- Building a high-performance team, self-development and career development support that contributes to training, whether for external clients or internal workers
- Participates in evaluation and monitoring of training programs to ensure success and follows up to ensure training objective.

HR Section Head, Soic Infinity for Façade Engineering Construction

Setting up the basic systems for managing the group's human resources from:

- Conducts weekly meetings with respective business units.
- Consults with line management, providing HR guidance when appropriate.
- Analyzes metrics in partnership with the HR group to develop solutions, programs and policies.
- Manages and resolves complex employee relations issues and conducts effective, thorough and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions)
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions and transfers.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.
- Identifies training needs for business units and individual executive coaching needs

HR Section Head, Wadi El-Nile for Meat Production (December 2015 – January 2018)

Strategic functions

- Developing and thorough understanding of company's objectives
- Evaluate and Analyze the current HR capacity in light of company's goals.
- Estimate company's future HR requirements
- Determine the tools required for employees to complete the job.
- Implement the human resource management strategy
- Evaluation and corrective action

Operations functions

- Job design and job analysis
- Designing a staff training and development system
- Establishing administrative relations systems.
- Designing a system for recruiting and selecting employees.
- Establish a staff performance management system.
- Establish labor relations systems

Education:

- Bachelor of Laws, Ain Shams university in 2007
- MBA, Helwan University Grade : V.Good 2019

Training Courses:

- **HR Data Analyst Diploma, HPA 2022**
 - The importance of analyzing HR activities
 - Analyzing recruitment metrics.
 - Analyzing compensation & benefits metrics
 - Analyzing learning & developing and Performance management
 - The Role of data analysis in HR Functions
 - Analyzing employee relations metrics
- **APHRI certificate, HPA 2021**
 - Functional Area HR Operations
 - Functional Area Compensation & Benefits
 - Functional Area Retention & Development of Human Resources
 - Functional Area Employee Relations
 - Functional Area Recruitment and Selection
 - Functional Area Health, Safety, and Security
- **HR Management, U.S. Embassy and Consulate in Egypt 2017**
 - Analysis and description of jobs.
 - Selection of new employees.
 - Wages and salaries.
 - Performance evaluation.
 - Planning the manpower need organization.
 - Train and mentor new employees.
 - Incentives and rewards.
 - Training and development.
- **Personnel Workshop, HR Winners in 2016**
 - Types of records
 - Salary effects
 - Types of contracts
 - Social insurance
 - Attendance
 - Details of work regulations and penalties
 - Private medical insurance
- **KPI Diploma, Came center of accounting & managerial expertise 2012**
 - The difference between performance appraisal systems and performance appraisal management
 - performance appraisal management
 - The purpose of the performance appraisal system
 - Types of performance appraisal systems
 - Elements of performance appraisal
- **TOT Diploma, Canadian Training Center 2011**
 - The way to Excellence.
 - Job discrimination.
 - Management of anger.
 - The Decision Making.
 - Memory Power.
 - Self Confidence.
 - Communication Skills.
 - Strategic Planning.
 - Positive Thinking
 - Self Mastery
 - Goal Setting
- **HR Diploma, Knowledge Consulting and Talent Development in 2010**
 - Human Resource Planning.
 - Training and Development
 - Compensation & Benefits.
 - Recruitment, Selection and Interviewing.
 - Performance Appraisals

Personal Skills:

- Good analytical and problem solving skills.
- Hard worker and interest working.
- Good Communication Skills.
- Work under pressure.
- Work in a team.
- Fast learning new technologies.

Languages:

- *English* : Written and Spoken (V.good)
- *Arabic* : mother tongue

Personal Information

- Date of birth: 23rd of August, 1980
- Marital status: Married
- Own a Car: Yes
- Driving License: Yes
- Military Status: Exempted