

EHAB SAMY AHMED SHARAWY

HR & Administration Manager

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PROFESSIONAL SUMMARY

Senior HR and Administration professional with over 10 years of progressive experience across multinational, industrial, and manufacturing environments. Proven expertise in HR operations, manpower planning, organizational restructuring, compensation & benefits, payroll management, HRIS implementation, employee relations, and administration management. Experienced in developing HR policies, salary structures, and organizational frameworks, reducing turnover, supporting mass hiring, and aligning HR strategies with business objectives. Strong business partner to senior management with solid knowledge of Egyptian Labor Law, social insurance, performance management, and organizational development.

CORE COMPETENCIES

- HR Operations Management
- Compensation & Benefits
- HRIS / HRMS Implementation
- Performance Management
- Vendor Management
- Manpower Planning
- Salary Structures & Job Grading
- Recruitment & Mass Hiring
- Labor Law & Social Insurance
- HR Policies & Procedures
- Organizational Restructuring
- Payroll Management
- Employee Relations
- Administration & Facilities Management
- HR Reporting & Data Analysis

PROFESSIONAL EXPERIENCE

HR & Administration Manager

Ayman Shahin Group | 2025 – Present

- Lead the full HR and Administration function, covering manpower planning, recruitment, employee relations, payroll coordination, compensation & benefits, and administrative operations.
- Develop strategic manpower plans to ensure workforce readiness in line with production requirements and business growth.
- Close critical mass-hiring gaps across operational departments, ensuring timely fulfillment of manpower needs.
- Reduce employee turnover through improved onboarding, retention initiatives, employee engagement, and continuous coordination with department heads.
- Develop HR policies, procedures, internal regulations, and organizational bylaws in compliance with Egyptian Labor Law and company standards.
- Design salary structures, job grading systems, and compensation frameworks to ensure internal equity and market competitiveness.
- Restructure the organizational chart to improve reporting lines, role clarity, and operational efficiency.
- Lead HRIS implementation covering payroll, attendance, leave management, employee records, performance tracking, and HR reporting.
- Manage performance appraisal and link evaluation results to salary increases, promotions, and development recommendations.
- Supervise administrative services including transportation, security, facilities, employee services, government relations, and vendor coordination.

HR Operations Manager

City Glass | 2023 – 2025

- Managed end-to-end HR operations, including recruitment, employee relations, payroll coordination, personnel administration, performance management, and compliance.
- Developed manpower plans aligned with operational needs, business capacity, and organizational objectives.
- Led the full recruitment and hiring cycle to ensure timely fulfillment of manpower requirements across departments.
- Restructured the organizational hierarchy to improve reporting lines, role clarity, and operational efficiency.
- Designed and implemented a competitive salary structure to support market alignment, internal equity, and employee retention.
- Led HRIS implementation, automating key HR processes and improving data accuracy, accessibility, and reporting.
- Developed and enforced HR policies and procedures in compliance with labor laws and company standards.
- Managed employee relations matters including grievances, disciplinary actions, counseling, and management support.

Bel Group – Last Position: HR Operations Manager

Bel Near | 2016 – 2023

Career Progression: HR Specialist (2016–2018) | HR Operations Section Head (2018–2021) | HR Operations Manager (2021–2023)

- Progressed through multiple HR roles within Bel Group, reaching HR Operations Manager due to consistent performance and expanded responsibilities.
- Managed the full HR operations function, including recruitment, payroll, personnel, employee relations, benefits, performance management, and HR systems.
- Maintained and updated organizational structure, job requirements, and HR processes to support business needs.
- Implemented company policies and ensured proper communication and application across departments.
- Set HR team objectives and followed up on progress using HR metrics and operational reports.
- Managed recruitment, hiring, onboarding, and orientation programs to ensure workforce readiness and effective employee integration.
- Oversaw payroll processing, attendance, leave management, payroll variables, employee records, and HR reporting.

- Led and supported HR projects including compensation plan revisions, HRMS implementation, policy development, internal communication, and satisfaction surveys.
- Managed employee relations cases, grievances, counseling, disciplinary actions, and management support.
- Ensured HR documentation, personnel files, social insurance, labor office activities, and data processing were compliant with company policies and legal requirements.
- Supervised administrative and site-related activities, including outsourced labor, office services, hygiene, safety coordination, and internal HR communication channels.

Human Resources Specialist

Care Direct | 2011 – 2015

- Managed personnel activities with external authorities, including social insurance, labor office, and related governmental requirements.
- Followed up on employee attendance, leave balances, HR system updates, employee records, and day-to-day HR operations.
- Coordinated administrative and operational services including medical insurance, life insurance, catering, and cleaning services.

Sales & Marketing Executive

BOOST Group | 2008 – 2011

- Promoted Times magazines within the medical and pharmaceutical sectors and marketed training courses to targeted clients.
- Participated in marketing campaigns for launching new products and services and supported client relationship development.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Bachelor of Law, Helwan University, 2007.
- Diploma in Human Resources Management, Knowledge Academy – Certified by HRCI, 2010.
- Essentials of Human Resources Management Certificate, American Chamber.
- Advanced Excel, American Chamber.
- Data Analysis with Excel and Power BI, CLS Learning Solutions.
- Social Insurance, Top Business.
- Egyptian Labor Law, Top Business.
- Microsoft Office, YAT.
- Leadership Skills and Time Management, Boost Middle East.

TECHNICAL SKILLS

Microsoft Office | Advanced Excel | Power BI | HRIS / HRMS Systems | Payroll Systems | HR Reporting & Dashboards | Data Analysis

LANGUAGES

- Arabic: Native
- English: Excellent