

AMR GALAL MOHAMMAD

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A high intergroup, disciplined, and skilled candidate in providing effective solutions and engaging as a business partner with senior management to align HR strategies to company goals. Experienced in working in a variety of industries including medical, manufacturing, non-profit, and contact centers. Proven ability to collaborate effectively with people of various ages, cultural backgrounds, and socio-economic statuses with a track record of tackling complex business challenges, managing several operational projects that lead to produce positive results on process enhancements, performance improvement and financial ROI. Along with intensive experience in Administrative & HR management for more than 11 years.

EDUCATION

Master of Business Administration

University: The Arab Academy for Management, Banking and Financial Sciences

Major: Human Resource Management and services

Bachelor of Commerce

University: Ain Shams University

Major: Accounting

EXPERIENCE

- **Kubbar International Pharmaceutical**

- **Regional HR Director (Egypt, KSA, UAE, Oman And Kuwait) | June 2024 – Now**

- Develop and implement regional HR strategies aligned with the organization's goals.
- Analyze workforce trends and recommend staffing plans.
- Oversee recruitment processes across regional branches.
- Create succession planning and career development programs.
- Manage employee onboarding and offboarding.
- Address and resolve employee grievances and disputes.
- Foster a positive work environment and culture.
- Conduct regular engagement surveys and implement improvements.
- Identify skill gaps and organize training programs.
- Ensure consistent implementation of development initiatives across regions.
- Oversee the performance appraisal process.
- Guide managers on performance improvement strategies.
- Ensure compliance with labor laws and organizational policies.
- Update HR policies to meet local and regional regulations.
- Track and report key HR metrics to senior management.
- Monitor employee turnover, engagement, and retention rates.
- Manage salary structures and benefit programs.
- Ensure competitive and equitable compensation practices.

- Supervise and mentor regional HR staff.
- Coordinate with local HR teams to ensure consistency in practices.
- Lead HR aspects of organizational changes, such as mergers or restructuring.
- Communicate changes effectively to employees.

- **African Group (Manpower 7500 Employee)**

- **HR Manager | Oct 2023 – June 2024**

- Identify the strategic direction of the organization "Mission, vision, values and objectives.
- Draw the core competency mapping which represents unique skills or resources that help achieve the company strategic goals with its action plans.
- Develop Human Resource strategies and plans aligning to the organization's strategic direction and business strategy.
- Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Draw time measuring maps of cycle life, workload of the company different projects that can provide an estimated indicator of productivity, actual working hours and thus staff efforts can be then better invested instead of new hiring.
- Manage the restructuring and re-engineering activities with regards to re-design of organizational structure, revisit of unit descriptions, salary structure, grading system, etc.
- Set up High-performance work system practice to ensure High-involvement employee practices (such as job enrichment and team-based organizations)
- Align the HRM systems to the corporate strategy and orients the HR staff and the company staff with these systems. -Oversee training function activities in relation with developing new training systems, policies, and procedures
- Accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedure (ROI). -To act as a consultant providing coaching, direction, and advice to the company key player's
- Create company strategic recruitment and selection plan in accordance with the companies.
- expansion plans and develops & implements recruiting strategies bearing in mind relevant legislation.
- Create and update all plans, strategies, policies, and procedures related to Recruitment, training, personnel.
- Ensure that all policies and Manuals are up to date and available to employees/Management and update the policies based on gaining insight into employee experiences.
- Implement the job evaluation & grading system. Set up the strategies of the compensation & benefit function by developing and maintaining appropriate reward structure and benefits programs for the employees.
- Administer the payroll accurately and coordinate with the Finance department to process monthly payroll in a timely manner.
- Ensuring the organization adheres to legal frameworks in areas such as discipline & grievance, redundancy, and employment law.
- Manage the end-to-end process of the annual Employee Engagement Survey by closely coordinating with the service provider, internal departments, and senior management.

- **Strategic Gears Management Consulting**

- **HR And Operation Manager (Egypt & KSA) | SEP 2022 – Oct 2023**

- Establishing Egypt branch from scratch
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- **LYCHEE FRUIT BAR**

- **HR And Administration Manager | DEC 2021 – SEP 2022**

- Prepare the annual labor needs and the labor budget together with the operation team and the other supporting departments.
- Prepare the annual manpower plan together with the recruiting calendar.
- Gather information, documentation, and compiles statistics necessary to ensure that the recruitment process is up to the required standards.

- Recruiting all manpower necessary to achieve the company goals.
- Prepare and sign all the job offers for the newly hired candidates.
- Offer all newly hired deployment into appropriate assignments consistent with their permission and skills.
- Keep CEO well informed of activities, results of efforts, and problems identified/potential problems and recommends corrective actions.
- Provide periodic Staffing Reports to the CEO and the operation manager.
- Responsible for the effectiveness of new hires' orientation, induction
- Monitor and analyze turnover, exit interviews, and consult with the operations manager and the CEO for corrective measures.
- Monitor the efficiency of the Recruitment agencies in terms of new hires' quality, speed of the process and provide periodic feedback and recommendations.

- **GELILA FOR MANUFACTURING CROPS**

HR and Administration Manager | FEB 2020 – DEC 2021

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- **MILKY'S GROUP**

- **HR Section Head | JAN 2018 – FEB 2020**

- **Recruitment**

- Led the HRBP in Hiring Process, Manpower Planning and Budgeting.
- Manage and administrate recruitment life cycle (hiring process, posting job ads, recruitment channels, job fairs, screening CVs, conducting interviews, and background checking).
- Prepare & ensure hiring formalities process internal & external are done correctly (paperwork, contracts, social insurance forms, medical insurance, and labor office related documents).
- Prepare Exit /termination formalities, paperwork, employment certificate, income certificate upon request.

- **OD And Training**

- Create Job Descriptions and executed Follow ups the Targets and KPI's.
- Create Org Charts and Reporting Levels.
- Handle Resignations, Terminations Reports and Exit Interviews Results Analysis.
- Support the Evaluation Process and Performance Appraisal.
- Assist in preparing training plan and budget according to training need analyses (TNA).
- Establish and conducted orientation & training programs for the new and current employees.
- Create and deliver training in line with the annual HR business plan.
- Set monthly training calendar to cover fundamental training and coordinate with third parties for delivery as needed.
- Ensure training hours' targets are met and reports submitted periodically.
- Monitor performance appraisal process from setup of objectives to completion.
- Create a positive environment through current engagement activities and introduce new ones periodically.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitored overall HR strategies, systems, tactics, and procedures across the organization.
- Oversee and managed a performance appraisal system that drives high performance.
- Report to management and provide decision support through HR metrics.

- **Payroll And Personnel**

- Maintain pay plan and benefits program.
- Ensure that the company is fully complied with the governmental sides.
- Ensure that all employees' files, records, and data are up-to-date, and all HR Processes comply with Labor law.
- Establish salary structure and ensure annual salary review exercise and budget is conducted accurately and efficiently.
- Provide line management with regular and financial reporting of employee costs.
- Create Benefits benchmarking as well as handle life and medical insurance coverage.
- Execute Follow up on Social Security, Municipality, and other official parties.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Represent organization at personnel-related hearings and investigations.
- Negotiate bargaining agreements and help interpret labor contracts.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Extract all the periodical reports/data needed to be submitted to the government labor offices and social insurance offices.
- Follow up calculate and review wages and salaries, deductions, taxes, and other deductions for all employees.
- Follow up on the attendance system.
- Follow up and review the vacations & business errands entered in the system.
- Responsible for the entire payroll process, including verifying hours, entering timesheets, maintenance of employee tax files, wage change information, and processing payroll, communicating with all employees at managerial and operating levels.

• ANDALUSIA GROUP FOR MEDICAL SERVICES

HR business partner | JAN 2016 – JAN 2018

Recruitment

- Conduct weekly meetings with respective business units.
- Review manpower plans, anticipates turnover and new units' openings, and agrees headcount. necessary figures with respective business partners.
- Built talent pipeline for applicants in respective area.
- Ensure that the central talent acquisition seeks candidates and support in building awareness and employer.
- Assessed talent on the ground, ensures visibility of existing employees and has an eye on potential.
- Make sure to keep a talent watch list and ensure appropriate employees are promoted, follows up on development plans and activities.
- Provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Pro-actively anticipated movements of employees to the best of the business and replace with higher talent.
- Identify areas for headcount efficiency and reduction, ensuring best utilization of existing human resources.
- Participate in the company wide talent management and ensure employees are considered for cross movement and promotion.
- Identify training needs for business units and individual executive coaching needs.
- Provide coaching to the managers on people management and talent development topics.
- Provide coaching and development initiatives to employees in their span of control.
- Ensure that all HR processes are done in a compliant manner to respective.

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Senior Recruitment Specialist | MAY 2015 – JAN 2016

- Built reports and reported on quarterly and annual hiring plans.
- Created and published job ads in various portals.
- Created Networks with potential hires through professional groups on social media and during events.
- Collaborated with hiring managers to set qualification criteria for future employees.
- Screened resumes & job applicants and conducted initial phone screens to create shortlists of qualified candidates while maintaining a database of potential candidates for future job openings.
- Interviewed candidates in-person for a wide range of roles (junior, senior, and executive)
- Tracked hiring metrics including time-to-hire, time-to-fill, and source of hire.
- Designed, distributed, and measured the results of candidate experience surveys.
- Executed Follow ups with candidates throughout the hiring process.

• ECCO OUTSOURCING

Senior Human Resources Specialist | JAN 2014 – APR 2015

- Been responsible for all the functions of recruitment for and the senior positions in contracted companies to ensure filling the requested jobs by the right candidates on the right time at the right cost.
- Adhered to the recruitment procedures & policy from the stage of receiving the approved job requisitions, the search for the right candidates who match the job descriptions required up to the stage of job joining.
- Maintain and develop a solid application database and classify the applications to ensure easy reference and accessibility.
- Ensured a proper screening and short listing of applicants and conducting the initial interviews and arranging the final interviews.
- Prepared the letter of appointment, Job offer & contract for new hires.

• AL JAZEERA GENERAL CONTACTING AND INTEGRATED BUILDINGS

Recruitment Specialist | July 2011– DEC 2013

- Partnered with hiring managers to ensure adequate understanding of recruitment needs.
- Sourced and recruited candidates using various channels.
- Completed all pre-screening and screening of prospective candidates.
- Determined applicant requirements by studying job description and job qualifications.
- Conduct interviews and shortlist candidates for vacant positions.
- Performed reference and background checks.
- Scheduled interviews and advise candidates in a forehand.
- Coordinated interview schedules with the hiring managers.
- Developed a pool of qualified candidates in advance of need.
- Completed timely reports on employment activities.

PROFESSIONAL COURSES

- SPHRI
- PHR
- KPI and metrics for Management Consultants & Managers
- Came Human Resources management certificate from Came Center and Cairo university
Human Resources management research center includes:
 - ✓ Human resources management infrastructure.
 - ✓ Human resources planning.
 - ✓ Human resources recruitment.
 - ✓ Human resources training & development.
 - ✓ Human resources compensation.
 - ✓ Human resources performance appraisal.
 - ✓ Human resources retention.
 - ✓ Human resources department work relations.
 - ✓ Health and occupational safety.
- Cost accounting course from (E. A. T. A).
- Manual constructions accounting course from (E. A. T. A).
- Computerized accounting using MS excel course from (E. A. T. A).
- Manual accounting course from (E. A. T. A).
- Computerized accounting by using Peachtree quantum course from (E. A. T. A).
- Oracle 10g SQL course from the ministry of defense information systems institute.
- Oracle 10g PLSQL course from ministry of defense information systems institute.
- MS excels financial pack from ministry of defense information systems institute.
- American language course (12level) from ministry of defense language institute, Grade (excellent)

SKILLS

Language Skills:

Language	Reading	Writing	Listening	Speaking
Arabic	Fluent	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent	Fluent