

## **Hadeer Ahmed Abdel-Moniem, MBA.**

Strategic HRM & People Business Partner | MEA

Workforce Strategy • Talent Management • Stakeholder Management • HR Operations & Budgeting •

Egypt | Open to MEA (Dubai / KSA/ US/ UK/ Europe)

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**Objective:** Strategic HR & People Business Partner with an MBA and 15+ years of experience across multinational and regional environments. Proven track in **HR Strategy, Workforce Planning & Strategy, Talent Acquisition, Employee Engagement, HR Governance and HR Operations** across GCC markets. Stakeholders' management, aligning people, operations, compliance labor; and budgets with business growth. Experienced in **MEA workforce strategy, offshore models, medical insurance negotiations, and HR governance**, with strong commercial and execution capabilities.

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### **Core Expertise:**

Strategic HR Partnership • MEA Workforce Planning • Country Setup & Operations • offshore Management  
Stakeholder & Executive Management • HR Budgeting & Cost Control Medical Insurance & Vendor Negotiation  
• Payroll & Personnel Oversight • Offshore & Remote Operating Models • Talent & Organization Strategy • Labor law compliance.

### **Professional Experience:**

**Jun 2023 – Till Now Talent Acquisition Lead & Business Partner**

**Dar AL Riyadh Group- Riyadh/Cairo offshore branch**

**(Talent Acquisition Lead)**

- Successfully filled **executive roles** with time to fill applying TA strategy across PMC, PMO, CMS, Design, and GIS projects.
- Established & recruited **newly design office in Egypt** including workforce planning, budgeting and define hiring priorities.
- Developed and implemented sourcing strategies to attract a higher caliber.
- Led End to End recruitment for the newly established **Philippine office branch** including workforce, candidate sourcing and onboarding.
- Collaborate with business heads to understand manpower requirements and critical skill gaps.
- Partnered with business heads on manpower planning, critical roles, and workforce prioritization
- Manage recruitment team and admin team and ensure alignment of candidate's profiles and CV submissions with project requirements and client expectations
- Designed proactive sourcing strategies for niche and executive-level roles
- Reduced employee turnover through retention strategies and proposed recommendations to improve retention and engagement.
- Contributed to HR governance, reporting, and workforce analytics to support leadership decisions.

**(Business Partner)**

- Serve as a HR Business Partner for offshore branch support in operational HR initiatives.
- Oversee full **payroll operations** and ensure accurate time processing for all employees.
- Manage employees **onboarding, contracts** and compliance.
- Administrate **Medical insurance plan** and ensure compliance with employee satisfaction.
- Collaborate with corporate HR teams to align processes and ensure best practice.
- Implemented **HR policies & procedures** in compliance with labor law.
- Drove **employee engagement initiatives** improving retention rates
- Establishes, builds, and maintains strong relationships with key stakeholders to ensure elements of HR are successfully coordinated to meet business needs; includes relationship management, leadership, HR roles & responsibilities, and service delivery commitments.
- Partner with business leaders to support **new business lines**, global hiring, and market entry requirements.
- Lead stakeholder engagement across regions to align people strategy with business objectives.

## **Jan 2022 – May 2023 Talent Acquisition & Manpower planning Manager.**

### **ELHAZEK Construction -Egyptian Union Construction.**

- Developed and secure approval **annual manpower plans** aligned with business strategy and approved
- Led workforce forecasting, key positions headhunting strategies, headcount planning, and **hiring KPI tracking**
- Partnered with Finance and business leaders to align hiring with cost and delivery targets.
- Improved workforce planning tools, reports, and recruitment effectiveness
- Managed a manpower cycle including detailed histogram monitoring in alignment with project timelines.
- Optimize workforce **cost saving** achieved through strategies utilization of Budget 0 and Budget 1 to ensure efficient resource allocation.
- Drive cost effective through internal mobility between projects in exit phases with no effect in projects delivery and new projects start phases to reduce resilience on external hiring and achieving cost savings.

## **Talent Acquisition & Manpower planning Section Head | ELHAZEK Construction – Egyptian Union Construction | Jan 2020 – Dec 2021**

- Led talent acquisition and manpower planning, aligning staffing with project needs, budgets, and cost optimization.
- Developed and enhanced recruitment processes, internal HR audits, and compliance procedures.
- Managed workforce relocation, transfers, promotions, job rotations, and succession planning.
- Forecasted project staffing needs and monitored hiring budgets, turnover, and payroll data.
- Coached and developed team performance, built talent networks, and opened new recruitment channels.
- Prepared analytical reports on hiring, turnover, and manpower utilization for strategic decision-making

## **Talent Management Senior Specialist | Al-Marasem Group | Jul 2016 – Dec 2019**

### **Talent acquisition & Employer Branding**

- Led recruitment team: candidate sourcing, screening, interviewing, hiring, and onboarding.
- Conducted new hire orientation and exit interviews; analyzed turnover trends.
- Design employer branding strategies to attract talents.
- Manage recruitment vendors relationships.

### **Performance Management System**

- Design and implement performance management system.
- Conduct performance review sessions.
- Support managers to set a clear measurable goal.

### **Talent Development & Succession planning**

- Identify a high potential employee using 9 boxes.
- Create career path and development plans.
- Develop a succession planning model for critical roles.
- Develop retention strategy to reduce turnover rate.

### **Compensation, Rewards & Recognition.**

- Conducted salary and benefits surveys to ensure competitive and fair compensation.
- Align financial and non-financial incentives.
- Design rewards and recognitions program like Employee of the month and best performer employee in align with department heads and HR strategy.

### **HR policies & Sops**

- Led and develop a promotional policy aligning with business objectives, HR strategy and complaining with labor law.
- Develop and implement a loans policy aligning with business objectives.
- Established Sop's and workflows to ensure transparent processes.

### **Learning & Development**

- Identified training needs through performance gaps and business requirements.
- Source & evaluate training providers, obtain proposals and coordinate with external trainers.
- Implement training for department leads align with leads development program.

### **Talent Analytics & Reporting**

- Track and analyze Turnover rate, time to fill, employee performance.

### **Materia Dental Supplies – HR Generalist - Jun 2012 – June 2016**

- Supported end-to-end recruitment activities including job postings, CV screening, interviews, and job offers
- Maintained candidate databases and ensured compliance with Egyptian labor law documentation
- Coordinated attendance, leave management, and payroll data updates

### **Customer Service (Early Career Experience)**

**Oct 2011 – Mar 2012**

- Provided front-line customer support and event coordination.
- Communicated procedures clearly and made quick, impartial decisions under pressure

### **Education:**

- **MBA – Global Business**, ESLSCA Paris Business School  
GPA: 3.78 / 4.0
- **BSc – Business Administration**, Cairo University-2011

### **Certification & Courses:**

PMP • SPHRI • Job Evaluation (HAY) SAP SuccessFactors • Executive Leadership program  
Psychometric & Personality Assessment • Advanced HR & OD Programs Diplomas