



Usama Elsawi

Rehab City, 2nd District 121, Cairo, Egypt | +201116888456

Usama.medhat@Live.com | [linkedin.com/in/usama-medhat-el-sawi-4b688466](https://www.linkedin.com/in/usama-medhat-el-sawi-4b688466)

As a Human Resources Director, I partner with senior leaders and executives to provide strategic and operational support for mergers and acquisitions, organizational development, and talent management. I have a Master of Business Administration degree from Edinburgh Business School, a Diploma of Education in People and Organization Strategies from The American University in Cairo, and a SAP Certification in Human Capital Management.

With over 12 years of experience in human resources management in the healthcare, Hospitality and whole sale sectors, I have successfully led and implemented HR initiatives and projects across multiple, such as performance management, compensation and benefits, learning and development, and HR information systems. I have a strong background in finance and accounting, which enables me to align HR strategies with business goals and budgets. I am passionate about enhancing the employee experience and fostering a culture of excellence and innovation.

CAREER AND ACHIEVEMENTS

GROUP HR MANAGER

May 2024 – Present

CEPACK Group 10th of Ramadan, EG

- Leading the HR function for a multi-site packaging and manufacturing group, overseeing all aspects of HR strategy, operations, and compliance.
- Partnering with executive leadership to drive organizational development, talent management, and workforce planning initiatives.
- Implementing HR policies and procedures to ensure alignment with Egyptian labor law and best practices.
- Managing recruitment, onboarding, performance management, and employee relations for employees.
- Driving continuous improvement in HR processes, employee engagement, and retention across the group.

HR People and Culture Manager (Consultant)

May 2024 – July 2024

SANTECHTURE, Company CAIRO, EG

- OD & Culture
- People Development
- Remuneration and Benefits
- Risk & Compliance
- Planning
- Budgeting
- HRIS

HR Director

July 2023 – Sept 2024

Dar Al OROUBA Hospital, CAIRO, EG

Job Analysis and Design: Analysis industry best practices and anticipated future needs to create clear job descriptions for all key hospital positions.

Competitive Compensation Planning: Researched market data and competitor offerings to establish a competitive salary structure that attracts top talent across various roles.

Organizational Structure Development: Drafted a foundational organizational chart outlining the reporting structure and departmental relationships within the hospital.

Recruitment Framework Establishment: Contributed to the development of frameworks for evaluating candidate qualifications and matching them with suitable hospital positions.

Soft Opening Budget Planning: Forecasted human resource costs associated with the initial launch phase of the hospital operations.

Contributing to job evaluation and matching processes: Established frameworks for evaluating candidate qualifications and matching them with suitable roles.

Onboarding and Orientation Program Development: Designed a comprehensive onboarding and orientation program to facilitate a smooth transition for new hires into the hospital environment.

Implementation of a SMART Performance Appraisal System: Established a performance appraisal system based on Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals. This system will ensure fair and objective evaluation of employee performance, driving individual and departmental growth.

GROUP HUMAN RESOURCES DIRECTOR

Jun2022 – July2023

MENA HEALTH PARTNERS, CAIRO, EG

Performance Appraisal:

- Action & Impact: "Led a team to redesign the performance appraisal process, resulting in a 20% increase in employee participation and a 15% improvement in manager feedback quality."

Succession Planning:

- Action & Impact: "Spearheaded the creation of a comprehensive succession plan for key leadership positions, identifying high-potential employees and recommending development programs for future leadership roles."

Employee Development (L&D):

- Action & Impact: Designed and implemented a new onboarding program for new hires, leading to a 10% reduction in time to productivity and a 25% increase in employee retention within the first year.

Develop and Launch of Impactful (TNS) Program:

- Led the analysis of data: from individual employee one-on-one meetings to identify critical skill gaps and development aspirations across departments.
- Prioritized training needs: based on urgency, performance impact, and alignment with strategic company goals.
- Developed and implemented a comprehensive TNS program featuring diverse training methods like in-house workshops, external vendor training, mentorship programs, online learning platforms.
- Effectively communicated the program's goals and benefits: to employees, ensuring a smooth rollout and high participation.
- Established a fair and transparent selection process: for training opportunities, fostering a culture of continuous learning.
- Monitored program progress: through employee feedback and data analysis, ensuring its effectiveness in addressing identified skill gaps.

Policy & Procedure:

- Action & Impact: Lead a committee to review and streamline the company travel policy and procedures, resulting in a 15% reduction in processing time and improved employee satisfaction.

Building a Competitive Salary Scale:

- Conducted thorough market research to establish a new salary scale that is competitive within the industry.
- Implemented a data-driven salary structure that ensures fair compensation based on performance and market value.

HUMAN RESOURCES MANAGER
ANDALUSIA HOSPITALS, CAIRO, EG

May2021– Jun2022

Planning & Monitoring Process.

- Budget, financial management

Operational Excellence Process

- Human resource information system
- Organizational Development
- Recruitment and Selection
- Training and Development
- Compensation and Benefits
- Payroll & Personnel.

Total Reward MANAGER
DAR AL-FOUAD HOSPITALS, CAIRO, EG

DEC2018 – April2021

- Preparing & revision of the annual salary increments file, in accordance with the guidelines & Hospital policy.
- Complete in-depth analysis Reward programs: conduct research, analyses data and identify trends across Compensation and Benefits programs.
- Prepare and manage annual manpower, cost budget, provide them with monthly reconciliation & cost analytics of personnel expenditure, and prepare HR Scorecards, dashboards and reports for management as needed
- Manage the local compensation tools for driving the annual compensation review cycle providing relevant data to managers & assisting them with insights and recommendations.
- Manage the Mercer annual salary survey to create internal benchmarks, ranges, structures that are market competitive and consistent with internal pay policies.
- Preparing profit share file in accordance with the guidelines & Hospital policy & review the yearly bonus for Dar Al Fouad employees in compliance with approved Bonus policy.
- Work with the business units to prepare the annual Staff cost Budget.
- Lead process efficiency projects in rewards such as Payroll process; HR KPIs reporting ensuring accuracy & timeliness.
- Prepare the monthly Staff Cost reports and send them to the business units for analysis.
- Organization Development and structure
- Job analysis
- Preparing Performance Appraisals sheets
- Job offers.
- Reviewing and modifying compensation policies, salary scales and allowances according to business need.
- Allowances revision on periodic terms through researches & surveys (Online & On ground)
- HR Reporting
- Company policies
- HR analysis reports
- Ensure proper implementation and effective communication of all existing Compensation & Benefits policies among all Business Units.
- Manage payroll and personal team
- Design the salary scale, benefits schema and modify any updates to be within the market or higher
- SAP Support for the HR Team and any new implementation in the property related to HCM
- Orientation for the new Hires
- Manager Training and Development
- HR Auditing

PAYROLL SUPERVISOR**JAN 2018 – DEC 2018****ST. REGIS HOTELS & RESORTS, CAIRO, EG**

- Accomplishes payroll human resource objectives by selecting, orienting, training, assigning, scheduling, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets payroll operational standards by contributing information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
- Meets payroll financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Updates records by reviewing and entering changes in exemptions, insurance changes, deductions, paid-time notworked, status, and pay; calculating vacation earned.
- Prepares pay by verifying time records; calculating and producing checks or electronic transfers; calculating and producing incentive bonuses.
- Balances payroll accounts by auditing information; identifying and resolving discrepancies; initiating journal entries.
- Determines payroll liabilities by entering local legal tax information, and direct deposits, wage assignments and garnishments.
- Remits tax payments by collecting and verifying data; preparing local tax reports, and initiating payment.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Create annual budget , Annual increase ,and participate in salary survey
- Monthly cost analysis
- Create Job offers

PAYROLL SUPERVISOR**Feb2016 – DEC 2017****FOUR SEASONS HOTELS & RESORTS, RIYADH SAUDI ARABIA**

The primary responsibility is to maintain the hotel payroll system in order to ensure timely payment of wages according to Four Seasons Hotels policy and all applicable federal, state and local taxes laws.

- Maintain harmonious and professional relationship with co-workers, supervisors and all departments.
- Comply with enforce four season category one and category two work rules and standard of conduct as set forth in Impact.
- Conduct self in a professional manner at all times and maintain strict confidentiality of all payroll information.
- Reconcile paycheck discrepancies with department heads or individual employees.
- Review employee's status changes and PSA request with human resources department to ensure accurate data entry.
- Reconcile all the account related to employees and assist the human resources department in maintaining vacation accruals.
- Assist the human resources department with employees W-2 and employment verification forms and similar requests.
- Fully responsible on budget (payroll) to create and submit on the system.
- Budget rationales and report.
- Monthly forecasting for salaries and head count and update on system.
- Job offer
- Company policy.

INCOME AUDIT SUPERVISOR**SEP 2015 – FEB 2016****FOUR SEASONS HOTELS & RESORTS, RIYADH SAUDI ARABIA**

- Collect/Audit paperwork from all revenue centers in the hotel ensuring accuracy and compliance with Four Seasons' Internal Controls and local hotel policies.
- Ensure that accurate room revenue is captured, recorded and posted.
- Ensure that accurate F&B outlet revenue, Banquet Food and Beverage Revenue and F&B Miscellaneous Revenue is fully captured, recorded and posted.
- Monitor and record all house account meals and entertainment expenses and report any non-compliance to the Assistant Director of Finance for follow up with the hotel management.
- Balance income against the respective ledger balances in the system (guest ledger, city ledger and deposit ledger) and any discrepancies are corrected as identified and brought to the attention of Assistant Director of Finance.
- Verify credit card settlements and transmissions to receipts in bank and outstanding balances are traced for future receipt and

ensure exceptions are investigated and anomalies are brought to the Director of Finance or Assistant Director of Finance's attention.

- Update credit card reconciliations on a daily basis that agree to transmissions and receipts.
- Ensure that accurate room revenue is captured, recorded and posted.
- Ensure that accurate F&B outlet revenue, Banquet Food and Beverage Revenue and F&B Miscellaneous Revenue is fully captured, recorded and posted.
- Monitor and record all house account meals and entertainment expenses.
- Ensure post-departure allowances with all applicable backup is approved and signed per local policy and included in the SR-5.
- Review the General Ledger accounts established to Record Room, Food & beverage.
- Responsible for the verification and reporting of hotel revenues, the review of paperwork turned in to Accounting to document such revenues and the preparation and publication of a Daily Revenue report to be used internally by the Hotel Managers to review financial performance and to forecast future business levels.

CRIDET SUPERVISOR

NOV 2014 – AUG 2015

FOUR SEASONS HOTELS & RESORTS, RIYADH SAUDI ARABIA

Answer guest and credit card inquiries concerning accounts including the documentation and preparation of adjustments if necessary, on a timely basis.

- Prepare and maintain complete, accurate and organized records for all outstanding accounts as directed by the Credit Manager.
- Ensure all Travel Agent payments are properly reviewed/verified, audited and all Travel Agents have valid IATA number (or equivalent) and ensure that payments are not made for non-commissionable transactions and the Travel Agent is eligible to receive payment.
- Review group and catering contracts, establish understanding of billing arrangements and follow up on deposits and prepayments.
- Collect payments to City Ledger Accounts daily.
- Communicate promptly with the Credit Manager on any discrepancies in billing payments and other potential problems.
- Account receivable (update customers file, update customer's security, customer's records, customers discount, mail customers statement and obtain periodic confirmation, prepare monthly debt provision, prepare monthly receivable reports, submission of government invoice and prepare monthly reconciliation, credit ceiling of customers).
- Prepare AR write off request for approval by management.
- Record and supervise recording of sales invoices, collections and related invoices
- Down payment (control reconcile and clear pending items).
- Support audit requests.

ASSISTANCE CREDIT MANAGER

DEC 2012 – NOV 2014

E.A. JUFFALI & BROTHER, RIYADH SAUDI ARABIA

- Managing the performance of credit operations in all showrooms through evaluating the overall and individual KPIs of credit officers.
- Cash, Credit Card, Cheque (process, control and reconcile)
- Account receivable (update customers file, update customer's security, customer's records, customers discount, mail customers statement and obtain periodic confirmation, prepare monthly debt provision, prepare monthly receivable reports, submission of government invoice and prepare monthly reconciliation, credit ceiling of customers)
- Liaising with customer to chase for overdue payment, escalate debt collection as required.
- Liaising with solicitors when legal action is required.
- Manage and record any promises made by the customers include date of made and date of payment.
- Bank balances.
- Sales and discount (Process manual Discount as per company policy and customers contract, prepare and process settlement discount reconciliation).
- Down payment (control reconcile and clear pending items).
- Inventories (prepare Monthly inventories reports)
- Lc (prepare and submit import and export lc's)
- Workshop movement
- Prepare AR write off request for approval by management.
- Record and supervise recording of sales invoices, collections and related vouchers.
- Support audit requests.

- Reconcile AR balance with the Customer.
- Conduct written and verbal communications with customers including collection of account.
- Credit insurance
- Carry out any other assignment given by management.

GL Accountant

SEP 2011 – NOV 2012

E.A. JUFFALI & BROTHER, RIYADH SAUDI ARABIA

- Cash, Impress, credit cards and check (control, review, verify)
- Verify and validate petty cash expenses.
- Prepare, verify process prepayment and other assets.
- Petty cash
- Amortize expenses monthly and prepare reconciliation.
- Prepare annul budget, record, addition or deletion for fixed assets.
- Bank balances and bank reconciliations
- Account payable and accruals (Tickets, housing and Insurance company) and make reconciliation andprepayment.
- Down payment and workshop movement
- Banking and payroll
- expenses analysis

SITE ACCOUNTANT

SEP 2010 – AUG 2011

DRACK & SCULL INTERNATIONAL, CAIRO, EGYPT

- Site accountant for sham el sheikh project responsible for payroll, banking, payable, procurement, petty cash,assistant for project manager to make reports.

EDUCATION

BACHELOR OF COMMERCE

MAY 2009

ZAGAZIG UNIVERSITY, EGYPT

Accounting and Finance, English Section.

SAP HCM CONSULTANT

DEC 2019

**JUPETAR200, CAIRO,
EGYPT**

American University in Cairo

Jan 2022

People and Organizational Diploma

EDINBURGH BUSINESS SCHOOL, HERIOT-WATT UNIVERSITY

April 2024- Present

MBA ENROLLMENT

Skills and personal development

- Microsoft Office
- Credit Analysis
- Scala
- Bayan
- SAP HCM
- CICS IBM
- Resilience
- Sqala
- SAP business 1
- Microsoft Dynamic
- Oasys cloud
- Focus
- Unifocus
- Opera
- Siebl
- CX
- Training
- HRIS
- Workday
- Sun
- DMS
- Management
- HR Management
- Financial analysis
- Leadership
- Budgeting
- Financial Reporting
- Strategic Thinking
- OODOO
- Hits
- Due Diligence
- Khabir

LANGUAGE

- Arabic: Native Speaker.
- English: Fluent, spoken, Written and read.

Personal Details:

- Nationality: Egyptian.
- Driving License: Valid

