

MARK ALBER SOBHY

Human Resources Manager

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📄 SUMMARY

Strategic Human Resources Manager and expert in human capital management with over 9 years of diverse experience across the medical, consulting, and industrial sectors. Specialized in building and developing HR departments from scratch, restructuring operations, and transforming from family-run management to corporate institutional frameworks. Proven ability to act as a strategic business partner, contributing to organizational goals through effective training and development strategies, fostering a positive work culture, and ensuring full compliance. Committed to achieving operational excellence and enhancing institutional performance through the application of best practices and innovative HR solutions.

📁 EXPERIENCE

HR Business Partner, El Masry for Wire Drawing - Ghanem (Industrial Sector) 01/2024 – Present

- **Restructuring & Governance:** Led the full transformation from a family-style mindset to a structured corporate management system, including building a complete HR department from scratch and implementing unified policies and procedures.
- **Strategic Business Partner:** Collaborated with senior management to identify HR needs supporting business objectives in manufacturing, contributing to decisions related to growth and expansion.
- **System Development & Implementation:** Introduced and implemented integrated HR systems (including attendance and performance appraisal systems) to enhance operational efficiency and ensure accuracy in employee data management.
- **Operations Management:** Oversaw all HR operations from recruitment and training to performance management, compensation, employee relations, and labor law compliance, increasing productivity after implementing targeted programs.
- **Training & Development:** Designed and executed specialized training programs to enhance technical and soft skills of industrial sector staff, contributing to increased productivity and reduced employee turnover.

Consultant HR, EG Physio - Cleopatra Hospital (Medical Sector) 01/2024 – Present

- **Recruitment Strategies:** Applied innovative recruitment strategies that increased hiring efficiency by 20% and ensured the selection of top talent to meet hospital needs.
- **Training Programs:** Developed and implemented training programs that improved employee skills and performance by 15%, enhancing the quality of services provided.
- **HR Policies:** Established and enforced HR policies that boosted employee satisfaction and engagement by 25%, creating a positive work environment.
- **Employee Relations:** Effectively managed employee relations, reducing workplace conflicts by 30% and fostering a more harmonious team dynamic.

- **Legal Compliance:** Ensured 100% compliance with internal policies, procedures, and labor regulations, maintaining a legal and ethical work environment.

HR Manager, Cairo Kidney Center (Medical Sector)

01/2021 – 01/2024

Egypt

- Managed payroll and benefits for multi-site employees and reduced financial disputes through expertise in program management.
- Organized onboarding and in-job training sessions for new employees, enhancing their job knowledge and skills.
- Developed focused training programs, leadership, and succession plans.
- Set the vision and goals for the HR team and motivated employees to achieve excellence in customer support and core HR operations.
- Led decision-making processes and implemented HR policies, procedures, programs, and functions.

Assistant HR Manager, Cairo Kidney Center (Medical Sector)

01/2020 – 12/2021

Egypt

- Organized and led employee orientation and training programs to foster collaboration.
- Ensured company compliance with local, state, and federal laws.
- Monitored and addressed employee complaints related to performance and harassment.
- Motivated employees through special events and incentive programs.
- Identified and implemented appropriate strategies to increase employee satisfaction and retention.

HR Generalist, Cairo Kidney Center (Medical Sector)

06/2018 – 12/2019

Egypt

A healthcare center focused on providing high-quality care for kidney patients.

Evaluated employee onboarding programs and presented strategic improvement recommendations to upper management.

Designed employee surveys to evaluate employee satisfaction.

Assessed employee knowledge, company strategic plans and market needs to improve training programs.

Facilitated successful policy implementation to maintain legal and operational compliance.

I helped department leaders devise ways to fairly assess employee performance and develop improvement plans.

Implemented new-hire program by incorporating training initiatives.

Created programs to reduce turnover and improve employee engagement.

 **EDUCATION**

Bachelor-Computer science, Shrouk Academy

09/2014 – 07/2018

Egypt

SKILLS

- ERPS (Enterprise Resource Planning Systems)
- HRMS (Human Resource Management Systems)
- Microsoft Office
- Training Programs
- Recruitment and Selection
- Problem-Solving
- Power BI
- HRM AI (AI-based Human Resource Management)
- Contract Negotiation
- Program Management
- Odoo
- Training and Development
- Compliance Knowledge

LANGUAGES

ARABIC

Native

ENGLISH

Advanced

COURSES

ERPS

HRMS

HRC

Odoo

Power BI

VBA

Excel Automation

CNA

HR Specializations :

Professional Skills

- Strategic HR Management: Department Building, Restructuring, Organizational Transformation
- Business Partnering: Integration with Business Goals, Decision-Making Support
- Training & Development: Program Design, Leadership Development, Succession Planning
- Operations Management: Efficiency Improvement, System Implementation, Automation
- Employee Relations: Conflict Resolution, Job Satisfaction Enhancement, Culture Building
- Recruitment & Selection: Talent Acquisition, Workforce Planning
- Compensation & Benefits: Salary Structures, Labor Law Compliance, Payroll Management
- Policies & Compliance: Policy Development, Legal Adherence, Grievance Handling
- Performance Management: Evaluation Frameworks, Productivity Analysis, Incentive Programs
- Real Estate Negotiations
- Problem Solving

Performance Management (15%)

– Evaluation frameworks, productivity analysis, and incentive programs.

Training & Development (10%)

– Skill enhancement programs, leadership workshops, and career growth plans.

Workforce Planning & HR Analytics (10%)

– Staffing optimization, HR analytics (Excel VBA, Power BI), and automation.

HR Technology & Automation (10%)

– HR software implementation, payroll automation, and digital transformation.

Recruitment & Selection (20%)

– Talent acquisition, full-cycle recruitment, and succession planning.

Compensation & Benefits (15%)

– Salary structuring, labor law compliance, and payroll management.

HR Policy & Compliance (10%)

– Policy development, labor law adherence, and grievance handling.

Employee Relations & Engagement (10%)

– Work culture enhancement, conflict resolution, and engagement surveys.

Certifications



BRITISH FOUNDATION

CERTIFICATE

Mark Albeer Sobhy Mogheera

Has Received The Prescribed Program And Has Successfully Demonstrated
And Competence In Recognition There Of Is Hereby Awarded This Certificate Of Achievement As

Human Resources Program

In Witness There Of I Have Hereto Subscribed My Name And Affix The Seal Of The British Foundation
From 1/4/2020 To 8/2/2021 Training Hour: (130) Hour
This Certificate is registered in B.F
Under the Code Number: B.F/H.R./2315#



CEO
Mohamed Tawfik



Training Director
Harem emad



Executive Director
Mohamed Rokaa

Trained by
Asmaa Sabry Twfik

المؤسسة معتمدة من الجهاز المركزي للتنظيم والإدارة - رئاسة مجلس الوزراء - مصر

HUMAN RESOURCES
PROFESSION ASSOCIATION
ACCREDITATION NUMBER 3394



شهادة
TRAINING CERTIFICATE

جمهورية مصر العربية
وزارة التضامن الإجتماعي
الجمعية المهنية لإدارة الموارد البشرية
لشهره برقم 3394



THIS IS TO CERTIFY THAT
MARK ALBER SOBHY MOGHEERA
HAS SUCCESSFULLY COMPLETED THE
HUMAN RECORCES MANAGMENT
from 10/7/2020 to 4/9/2020

CONDUCTED BY
AHMED ELSAYED

مدير إدارة المصعبات
علي جاسر

تشهد الجمعية المهنية لإدارة الموارد البشرية
بان/ مارك البير صبحي مقبرة
قد إجتاز بنجاح البرنامج التدريبي الخاص
إدارة الموارد بشرية
خلال الفترة من 10/ 7/2020 إلى 4/9/2020

المحاضر
احمد السيد
الجمعية مشهورة طبقاً لأحكام القانون رقم 254 لسنة 2002 والسياسات على مسئولية الجمعية ودون أدنى مسئولية على الجهة الإدارية وتوقيع رئيس مجلس الإدارة على الشهادة
رئيس مجلس الإدارة
احمد السيد



الجمعية المهنية لإدارة الموارد البشرية
المشهره برقم 3394 لسنة 2020



إعتماد وكيل الوزارة
علي جاسر



**International Business
Management Institute**
Berlin · Germany



This certifies that

Mark Alber Sobhy

has successfully met the requirements for
and was awarded a certificate in

Human Resource Management



President

Program Director

Certificate ID:
380654-161-288-9275

www.ibm-institute.com/verify

ECTD
Egyptian Council
For Training & Development

CERTIFICATE

This is to Certify That

Mark Alber Sobhy

Has attended

“Labor law - social insurance Workshop”

10th, 11th and 12th of January 2020

At Egyptian Council for Training & Development

Peter E. Morckos
Program Manager
The Egyptian Council



**International Business
Management Institute**
Berlin · Germany



This certifies that

Mark Alber Sobhy

has successfully met the requirements for
and was awarded a certificate in

Basics of Innovation Management




President


Program Director

Certificate ID:
380654-161-273-3091
www.ibm-institute.com/verify

ECTD
Egyptian Council
For Training & Development

CERTIFICATE

This is to Certify That

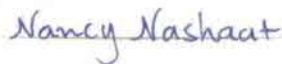
Mark Alber

Has attended

“Customer Service Workshop”

At Cairo Kidney Center

17th and 18th of December 2019



Nancy Nashaat
Program Manager
The Egyptian Council





Mirna Nasr
Program Consultant



CERTIFICATE

This is to Certify That

Mark Alber

Has attended
"Stress and Time Management Workshop"

At Cairo Kidney Center
14th of December 2019

Hani Elias
Program Manager
The Egyptian Council



CERTIFICATE

This is to Certify That

Mark Alber

Has attended
"Communication Skills Workshop"

At Cairo Kidney Center
15th and 16th of December 2019

Nancy Nashaat
Program Manager
The Egyptian Council



ITCDC

Training, Consultancy,
Quality Services

CERTIFICATE OF TRAINING ENDORSEMENT

THIS IS TO CERTIFY THAT

MARK ALBER SOBHY MOGHEERA

HAS COMPLETED AND FULFILLED THE REQUIREMENTS, WITH TRAINING LEVEL (EXCELLENT) OF THE COURSE ENTITLED

**HUMAN RESOURCES MANAGEMENT AND COMBINING JOB CAREERS
WITH TRAINING PLANS**

from 29/8/2020 to 4/9/2020

GENERAL MANAGER

ABDELHAMED KHOGA



ITCDC - DUBAI - 15177

**International Business
Management Institute**
Berlin · Germany



This certifies that

Mark Alber Sobhy

has successfully met the requirements for
and was awarded a certificate in

Leadership and Team Development




President


Program Director

Certificate ID:
380654-161-279-2202

www.ibm-institute.com/verify





LEADERS
Consulting & Training

Certificate

THIS CERTIFICATE OF COMPLETION IS PRESENTED TO

Mark Alber Sobhy

for successful completion of

Payroll Operations Management Workshop

June 2023



LEADERS
Consulting & Training



Lilian
CEO



LEADERS
Consulting & Training

Certificate

THIS CERTIFICATE OF COMPLETION IS PRESENTED TO

Mark Alber Sobhy

for successful completion of

Essentials of Egyptian Labor Law & Social Insurance Workshop

June 2023



LEADERS
Consulting & Training



Lilian
CEO

501241



LEADERS
Consulting & Training

Certificate

THIS CERTIFICATE OF ATTENDANCE IS PRESENTED TO

Mark Alber Sobhy

for attending

13th Human Resources Professionals Seminar & Iftar

“Your Master Key toward Professionalism” – 7 April 2023

- Team Building Activity
- Organizational Design
- Employee Wellbeing & Wellness Program
- Talent Management
- Employee Engagement Tools for HR
- Artificial Intelligence
- Proactive Procedures for Personnel
- HR Digitalization
- OB (Diversity Inclusion & Equity)
- HR Budgeting & Reporting
- Expand your Capabilities
- Freelance & Remote Work
- Recruitment Platforms & Costs
- Work Ethics

LEADERS

Lilian Pascal

CEO