




HEBA SALAH MAHMOUD GAD

 01023463355 | 01224433331

 Heba.salah.3004@gmail.com

 5th Settlement, New Cairo, Egypt

Professional Summary

HR Manager \ Strategic HR partner with 13+ years of progressive experience in People & Culture management across technology, real estate, engineering, construction, and manufacturing. Proven expertise in talent acquisition, organizational development, performance management, and HR processes. Skilled in implementing HR strategies that align with business objectives, enhance organizational culture, and ensure compliance. Strong background in change management, employee engagement, and building high-performing teams.

Education

- **MBA – Master in Business Administration (Ongoing)**
ESLSCA University | Expected 2026
 - **Bachelor of Arts in Sociology**
Cairo University | 2009 | Grade: Good
-

Experience

HR Manager (P&C) | GS1 Egypt

Jan 2025 – Present

Performance Management

- Design, own, and govern the end-to-end Performance Management Framework (PMF), including goal-setting methodologies (OKRs / KPIs / Obj.), mid-year reviews, and annual appraisal cycles.
- Calibrate performance ratings across departments to ensure consistency, fairness, and pay-for-performance alignment.
- Align performance outcomes with compensation reviews, promotions, succession planning, and development interventions.

People Leadership & Talent Management

- Lead, mentor, and develop a high-performing HR team; set individual KPIs and conduct regular one-on-ones to build HR capacity.
- Partner with business units to forecast headcount needs; drive full-cycle recruitment, including sourcing strategies, employer branding, and offer management.
- Oversee onboarding and probationary frameworks to accelerate new-hire productivity and cultural integration.
- Lead succession planning and talent review processes; maintain a high-potential (HiPo) pipeline.

Culture Building & Employee Engagement

- People & Culture Strategy, embedding organizational values into everyday behaviors, recognition programs, and leadership practices.
- Design and execute annual employee engagement surveys to develop and manage effective internal communication strategies that foster transparency, belonging, and alignment with organizational direction.

Learning & Development (L&D)

- Own the annual Training Needs Analysis (TNA) process; consolidate inputs from performance reviews, competency gaps, and business strategy into an actionable Learning Plan.
- Design and oversee blended learning solutions (instructor-led, e-learning, coaching, mentoring, on-the-job) aligned with both individual development plans and organizational capability requirements.
- Manage the L&D budget; evaluate ROI of training investments.

Organization Development

- Manage and update the organizational chart, ensuring job descriptions, grading structures, and reporting lines remain current and legally compliant.

Payroll & Personnel Administration

- Oversee the end-to-end monthly payroll cycle.
- Oversee all payroll changes, including salary adjustments, allowances, deductions, bonuses, and final settlements.
- Oversee & develop employee benefits, including health insurance, bonuses & allowances.
- Oversee, review, and maintain all employment contract types & renewing.
- Manage disciplinary processes end-to-end investigations.

- Monitor changes and proactively update HR policies, procedures, and employment templates to reflect new regulatory requirements.

HR & Admin Manager | I Capital Development

Feb 2023 – Oct 2024

- Align performance outcomes with compensation reviews, promotions, succession planning, and development interventions.
- Partner with business units to forecast headcount needs; drive full-cycle recruitment, including sourcing strategies, employer branding, and offer management.
- Manage the L&D budget; evaluate ROI of training investments.
- Manage and update the organizational chart, ensuring job descriptions, grading structures, and reporting lines remain current and legally compliant.
- Streamlined HR processes and policies.
- Supervised payroll, benefits, and compliance.

HR & Admin Manager | Big Mark Real Estate

May 2022 – Jan 2023

- Directed HR functions aligned with business strategy.
- Managed recruitment, compensation, and employee development.
- Streamlined HR processes and policies.
- Supervised payroll, benefits, and compliance.

HR & Admin Manager | Jadeer Group Development

Aug 2018 – Nov 2021

- Align performance outcomes with compensation reviews, promotions, succession planning, and development interventions.
- Partner with business units to forecast headcount needs; drive full-cycle recruitment, including sourcing strategies, employer branding, and offer management.
- Manage the L&D budget; evaluate ROI of training investments.
- Manage and update the organizational chart, ensuring job descriptions, grading structures, and reporting lines remain current and legally compliant.
- Streamlined HR processes and policies.
- Supervised payroll, benefits, and compliance
- Executed HR strategies supporting business growth.
- Managed full employee lifecycle.

HR Manager | Elbadry for Wooden Industry

July 2017 – July 2018

- Oversaw HR operations and compliance.
- Oversee all payroll changes, including salary adjustments, allowances, deductions, bonuses, and final settlements.
- Oversee & develop employee benefits, including health insurance, bonuses & allowances.
- Oversee, review, and maintain all employment contract types & renewing.

OD & Recruitment Section Head | Arabia Group

July 2016 – May 2017

- Designed competency frameworks and succession planning.
- Managed recruitment processes.

Senior HR Specialist | Mountain View (DMC)

Sept 2012 – June 2016

- Partner with department managers to identify manpower requirements and support workforce planning initiatives.
- Develop and maintain talent pipelines through recruitment platforms, universities, referrals, and employer branding activities.
- Coordinate onboarding and orientation programs to ensure smooth integration of new employees.
- Ensure all HR documentation and processes are compliant with internal controls and labor regulations.
- Serve as the first point of contact for employee inquiries related to HR policies, procedures, benefits, and workplace matters.
- Coordinate the annual performance management cycle, including KPI tracking, appraisal, and support (TNA) activities across departments.
- Coordinate internal and external training programs, workshops, documentation, and calibration processes.
- Organized CSR and employee engagement activities.

Professional Certifications & Training

- Using AI for HR functions (2026)
- Odoo – HR module (2025)

- HR Analytics – Leaders Academy (2024)
- PHRI Preparation – Hired (2017)
- Competency-Based Performance Management – HRCI (2016)
- Total Rewards Management – HRCI (2016)
- HR Certificate – American University in Cairo (2012–2013)
- Specialized Training in Learning & Development

CORE COMPETENCIES

People & Culture Management	Talent Acquisition
Organizational Development	Performance Management
Succession Planning	Employee Engagement
Learning & Development	HR Strategy
HR Analytics	Payroll Administration
Labor Law Compliance	Workforce Planning
Compensation & Benefits	Change Management
Leadership Development	HR Policies & Procedures
Employer Branding	HR Operations
KPI & OKR Management	Training Needs Analysis

TECHNICAL SKILLS

Odoo HR Module | Microsoft Office Suite | HR Analytics | ATS Platforms | KPI Dashboards | HR Reporting | Performance Management Systems