

Hussein Ibrahim Hamad

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Address: Ghamra – Cairo- (Egypt)

More than 20 years of HR experience

Working Experience

SOSANDY Group (Cairo)

Cosmetic, Pharmaceutical & Manufactory

Headcount from 200 to 350 Employees

From Nov2024 – Till Now

HR Manager

1. *Recruitment* and Onboarding:
 - Develop and implement effective recruitment strategies to attract and retain top talent.
 - Manage the recruitment process, including job postings, resume screening, interviewing, and selecting candidates.
2. Employee Relations:
 - Act as a point of contact for employee concerns and grievances, providing guidance and resolution.
3. Performance Management:
 - Implement performance management systems, including setting performance standards, conducting performance appraisals, and providing feedback.
4. Learning and Development:
 - Identify training needs and create development programs to enhance employee skills and career growth.
5. Compensation and Benefits:
 - Manage compensation and benefits programs, ensuring competitive and equitable salary structures.
6. Compliance and Policy Development:
 - Ensure compliance with all and local labor laws and regulations.
 - Develop, update, and implement HR policies and procedures.
7. OD Process. And Strategic HR Planning:
 - Partner with senior management to align HR strategies with business goals.
 - Participate in organizational planning and provide HR insights for business growth and development.

Reporting to Board Members

EIHelal Group (Cairo)

Medical Devices & Retail & Manufactory

Headcount from 200 to 450 Employees

From Nov2020 –Nov 2024

HR Manager

- 1- *Recruitment* and Onboarding: Develop and implement effective recruitment strategies to attract and retain top talent.
- 2- Employee Relations: a point of contact for employee concerns and grievances, providing guidance and resolution.
- 3- Performance Management:
 - Implement performance management systems, including setting performance standards, conducting performance appraisals, and providing feedback.
- 4- Learning and Development:
 - Identify training needs and create development programs to enhance employee skills and career growth.
- 5- Compensation and Benefits: Manage compensation and benefits programs, ensuring competitive and salary structures.
- 6- Compliance and Policy Development Strategic HR Planning.

Reporting to Managing Director

Semak Group (Cairo)

Cosmetic, Pharmaceutical & Manufactory

(Headcount from 200 to 500 Employees)

From Nov2018 –Nov 2020 **HR Manager**

- 1- Manpower planning & budgeting, Training & development planning
- 2- Lead recruitment and selection processes for all position Negotiate & approve employment offers
- 3- Design performance management system and forms Design
- 4- OD Process.
- 5- Orientation system, forms & programs Lead succession planning, salary structure Update HR policy manual, and forms Edit Training & development policy and forms.
- 6- Responsible for HR functions, including Recruitment, Performance Management, Learning and Development, and COMP & Ben.

Reporting to Managing Director

SA EGYPT Group (Cairo)

Emirates Plastic Manufactory, Egyptian Emirates Construction

(Headcount from 200 to 500 Employees)

From Jan 2017 –Nov 2018 **HR Manager**

- 1- Personnel & Payroll recruitment and selection processes for all position.
- 2- Design performance management system and forms Design
- 3- Orientation system, forms & programs Lead succession planning, salary structure Update HR policy manual, and forms Edit Training & development policy and forms.
- 4- Responsible for HR functions, including Recruitment, Performance Management, Learning and Development, and COMP & Ben.

Reporting to Managing Director

AI-AMRI institutions for Glass and AI-Scrit group (KSA)

Manufactory & Retail (Headcount from 400 to 500)

From Oct 2015 –Nov 2016 **HR Manager**

- 1- Personnel & Payroll, recruitment and selection processes for all position.
- 2- Design performance management system and forms Design.
- 3- Responsible for HR functions, including Recruitment, Performance Management, Learning and Development, and COMP & Ben.

Reporting to Managing Director

INTERCOM ENTERPRICES (Cairo)

IT Software, Hardware (Headcount from 400 to 500)

From Oct 2008 –Oct 2015

HR Assistant Manager

- 1- Prepare and maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- 2- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- 3- Responsible for HR functions, including Recruitment, Performance Management, Learning and Development, and COMP & Ben.

Reporting to HR Director

FCC Group (Cairo)

Services (Headcount from 3000 to 4000)

From Jan 2005 –Oct 2008

HR Specialist

- 1- Responsible for Social insurance to all employees
- 2- Responsible for medical insurance to all employees.
- 3- Represent the company in all cases problem in the Court.
- 4- Responsible for getting new candidates from our sources
- 5- Responsible for Recruitment

Reporting to HR Manager

FCC Group (Cairo)

Services (Headcount from 3000 to 4000)

From Jan 2003 –Jan 2005

HR Assistant

- 1- Responsible for Social, medical insurance to all employees and for Recruitment

Reporting to HR Manager

Ahmed Shakshak office law -Lawyer Trainee, Year: 2001 to 2003

Certifications

- FGF (Future Generation Foundation)
- Diploma In Labor Law (From International Consultancy Services) 2009
- Diploma Human Resources (From New Horizons Center) 2009 to 2010
- Mini MBA in Human Resources (From Web Science Academy) 2011 to 2012
- MBA in Human Resources (From Ain Shams University from 2014 to 2016)
- ISSO 9001

Academic Education

- Ain shames University 2000/2001 Licentiate of law Grade: Pass
- High School Degree (El-Taher) 1995/1996 Ghamra Secondary School

Personal Data

- Date of Birth 11/09/1980
 - Nationality Egyptian
 - Marital & Military Status
 - Married Exempted
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