
Professional Summary

Strategic and results-oriented HR leader with 20+ years of experience driving HR operations across multinational, governmental, and private sector environments. Currently serving as HR General Manager at the Suez Canal Economic Zone (SCZone), overseeing a workforce of 1,000+ employees. Previously managed 3,700+ employees as HR Manager at Sumitomo Electric Wiring Systems, Egypt.

Proven expertise in HR strategy, performance management, organizational restructuring, labor law compliance, and budget planning. Recognized for implementing efficient HR systems and fostering diverse management approaches—including German, Danish, English, and Japanese styles—across manufacturing, port terminal operations, FMCG, automotive, and medical device sectors.

Education

- **DBA | Human Resources (In Progress)**
Arab Academy for Science, Technology & Maritime Transport
- **MBA | Human Resources**
Arab Academy for Science, Technology & Maritime Transport | 2020
- **Bachelor of Commerce | Accounting**
Suez Canal University, Port Said | 2001

Work Experience

General Authority for Suez Canal Economic Zone

HR General Manager | Mar 2022 – Present

- Act as a strategic HR Business Partner (HRBP) and trusted advisor to senior leadership, aligning people strategies with business objectives to drive growth, organizational effectiveness, and compliance.
- Lead end-to-end HR operations for 1,000+ employees including workforce planning, talent acquisition, budgeting, compensation & benefits, and labor law compliance.
- Oversee the implementation of performance management systems, KPIs, organizational restructuring, and succession planning frameworks to strengthen leadership pipelines.
- Champion employee engagement, retention, and learning & development (L&D) initiatives, reinforcing a high-performance culture, meritocracy, and diversity.
- Drive change management and organizational development programs, ensuring smooth business transformation and alignment with strategic goals.

Standard Industrial Co. (NOVA)

Admin & HR Manager | Aug 2020 – Mar 2022

- Developed and implemented HR policies, programs, and practices to foster a values-driven, high-performance culture.
- Lead end-to-end HR operations for 500+ employees including workforce planning, talent acquisition, budgeting, compensation & benefits, and labor law compliance.
- Automated HR processes to enhance efficiency and minimize errors.
- Advised senior management on strategic HR initiatives, organizational development, and talent management.
- Reported directly to the CEO as part of the executive management team and served as a strategic HR advisor.

Sumitomo Electric Wiring Systems, Egypt

HR Manager | Aug 2018 – Sep 2020

- Established the HR department from scratch, designing and implementing policies, processes, work procedures, KPIs, and reward systems.
- Managed recruitment, payroll, personnel and labor law compliance across the organization.
- Reported directly to the Chairman, providing strategic HR guidance to ensure alignment with corporate objectives.
- Drove HR best practices and initiatives in line with Group HR guidelines.
- Led end-to-end HR operations for 3000+ employees including workforce planning, talent acquisition, budgeting, compensation & benefits, and labor law compliance.

KIMAL Technology (UK Affiliate)

Admin & HR Manager | Sep 2015 – Aug 2018

- A start-up position that requires establishing a comprehensive infrastructure of policies, processes, and work procedures in the HR Function with an emphasis on instilling high-quality standards. This role is aimed at supporting the business through establishing the groundwork and building a progressive function that enables business sustainability and growth.
- Built the HR function from the ground up for a start-up, establishing policies, processes, KPIs, and organizational values.
- Led end-to-end HR operations for 400+ employees, including recruitment, workforce planning, payroll, performance management, compensation & benefits, and employee engagement, ensuring labor law compliance and alignment with business objectives.
- Ensured full labor law compliance and managed administrative operations.
- Reported to the General Manager, supporting business sustainability and organizational growth.

Sumitomo Electric Wiring Systems, Egypt

Deputy HR Manager | Aug 2009 – Sep 2015

- Managed recruitment, payroll, personnel and labor law compliance across the organization.
- Supported management in succession planning, career development, and grievance resolution.
- Oversaw social insurance, medical coverage, and government communications.
- Contributed to HR process improvement and organizational efficiency initiatives.
- Managed HR ERP system (Lawson), KPIs, reward programs, and performance management frameworks.
- Led end-to-end HR operations for 3700+ employees including workforce planning, talent acquisition, budgeting, compensation & benefits, and labor law compliance.

Kuwait Ministry of Interior – Border Project (via SKS Group)

HR Specialist | Nov 2007 – Jun 2009

- Led Talent Management initiatives, including workforce planning, talent acquisition, onboarding, performance management, and employee development.
- Oversaw career progression, succession planning, and talent retention strategies to align HR programs with organizational objectives.
- Managed recruitment, payroll, personnel, and labor law compliance across the project.
- Implemented learning & development and talent assessment frameworks to strengthen long-term organizational capability.

Suez Canal Container Terminal (APM Terminals / Maersk Group)

HR Assistant | Jan 2006 – Nov 2007

- Supported recruitment, personnel administration, social insurance, and employee medical care.
- Managed internal documentation, employee records, and claims processing.
- Assisted in HR communications and newsletters to enhance employee engagement.
- Contributed to streamlining HR processes, improving efficiency in record-keeping and reporting.
- Participated in new hire onboarding and orientation programs, ensuring smooth integration of employees.
- Collaborated with HR team to implement compliance and labor law procedures.

Henkel Egypt (Port Said Detergent Co.)

Admin & Data Processor | Jan 2004 – Jan 2006

- Managed daily production data analysis, ensuring accurate reporting to support operational decisions.
 - Maintained employee records, medical files, and social insurance documentation.
 - Assisted in HR administrative tasks, including employee onboarding and personnel documentation.
 - Supported data-driven reporting for management to monitor workforce performance and compliance.
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Key Achievements

- Reduced onboarding cycle by 30% and improved new hire retention by 18%.
- Increased employee engagement scores by 22% within 2 years through targeted initiatives.
- Maintained employee absenteeism & turnover, rates below 3% monthly, ensuring workforce stability and continuity.
- Led strategic workforce restructuring, achieving 12% reduction in HR operational costs.
- Established and scaled HR departments from scratch, implementing comprehensive HR infrastructure including policies, KPIs, and reward systems, enabling efficient management of large teams.
- Built HR function for start-ups, implementing scalable policies and processes, improving HR efficiency by 25%.
- Managed end-to-end HR operations including recruitment, payroll, performance management, compensation & benefits, ensuring 20% operational efficiency improvement.
- Implemented performance management and succession planning frameworks, increasing internal promotion rate by 15%.
- Oversaw HR ERP system (Lawson) and KPIs, reducing HR data errors by 30% and accelerating reporting by 40%.
- Designed learning & development and talent assessment programs, increasing leadership readiness by 18%.
- Contributed to a high-performance, values-driven culture, boosting overall workforce productivity by 12%.

Certifications & Training

- Human Resource Business Partner (HRBP), EXPERT
- HR Management, German University in Cairo (GUC)
- Predictive Index (PI) – SCCT (APM Terminals)
- Performance Management System – SCCT
- Social Insurance Law – SETTEC
- Team Building – AB & Associates
- Communication & Interpersonal Skills – AMIDEAST

Core Competencies & Skills

- Strategic HR Planning
- Performance Management
- Compensation & Benefits
- Policy Development
- Recruitment & Talent Acquisition
- ERP/HRIS Systems
- Labor Law & Compliance
- Employee Engagement
- Succession Planning
- MS Office (Advanced) | Lawson ERP | ERP Systems
- Confidential Data Handling
- Leadership Coaching | Analytical Thinking

Languages

- **Arabic:** Native
- **English:** Full Professional Proficiency

Personal Information

- Date of Birth: 13 November 1980
 - Nationality: Egyptian
 - Marital Status: Married +2
 - Locations: 6 of October city, Egypt
Port Siad city, Egypt
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