

MARY KARAM

HR Section Head | HR Business Partner – Construction & Oil & Gas

+20 12 7259 9519 | mary.karam.samy@gmail.com | [linkedin.com/in/marykaram](https://www.linkedin.com/in/marykaram)

PROFESSIONAL SUMMARY

Strategic HR Section Head with 14+ years of progressive experience leading end-to-end HR operations within Construction and Oil & Gas service environments. Proven expertise in workforce planning, payroll governance, talent acquisition, employee relations, and labor law compliance across both site and head office environments. A trusted HR Business Partner to senior management and C-suite leaders, driving people strategies that support operational excellence, project delivery, and sustainable organizational growth. Known for building high-performing HR frameworks that align people practices with business objectives in fast-paced, project-driven industries.

CORE COMPETENCIES

HR Leadership & Strategy • Payroll Management • Recruitment & SLA Management • Manpower Planning • HR Compliance & Labor Law • HR Systems & Analytics • Employee Relations • Stakeholder Management • Performance Management • Onboarding & Retention • Policy Development • Cross-functional Collaboration

PROFESSIONAL EXPERIENCE

Recruitment Consultant – *Alkhorayef Petroleum*

January 2026 – Present

- Manage full-cycle recruitment for technical, engineering, and professional roles within the petroleum and energy sector, covering upstream, downstream, and support functions.
- Partner closely with hiring managers and department heads to define job requirements, develop accurate job descriptions, and establish clear recruitment timelines and SLAs.
- Design and execute targeted sourcing strategies across multiple channels including job boards, LinkedIn, professional networks, and industry referrals to attract top-tier talent.
- Conduct structured competency-based interviews and psychometric assessments to evaluate candidate suitability for both technical and behavioral requirements.
- Build and continuously maintain a robust talent pipeline for critical, niche, and hard-to-fill positions to reduce time-to-hire and ensure business continuity.
- Oversee the complete offer management process including negotiation, pre-employment screening, and seamless coordination of onboarding logistics.
- Deliver regular recruitment dashboards and analytics to senior management, providing insights on hiring trends, pipeline health, and workforce planning needs.
- Collaborate with HR Business Partners to align recruitment activities with approved headcount plans, organizational restructuring, and project mobilization requirements.
- Ensure all recruitment practices comply with local labor law regulations and internal HR policies, maintaining the highest standards of fairness and confidentiality.

HR Section Head – *Advansys Project (Construction & Oil & Gas Services)*

2023 – 2025

- Led and supervised the full spectrum of HR operations for project-based, field, and head office employees across multiple active construction and oil & gas service projects.
- Oversaw end-to-end monthly payroll cycles for diverse employee categories ensuring accuracy, timeliness, confidentiality, and full compliance with Egyptian labor law.
- Established and monitored recruitment SLAs for high-volume technical and non-technical roles, significantly reducing average time-to-fill across critical positions.
- Served as a strategic HR Business Partner to senior project managers and department heads, providing HR advisory on organizational design and workforce structuring.
- Developed and implemented HR policies, standard operating procedures, and governance frameworks tailored to the specific demands of project-based environments.
- Managed complex employee relations cases including disciplinary proceedings, grievance resolution, and conflict mediation with a focus on fair and consistent outcomes.
- Drove manpower planning initiatives in alignment with project mobilization schedules, ensuring optimal staffing levels at all project sites.

- Implemented HR analytics reporting to monitor key metrics such as attrition, headcount, absenteeism, and recruitment performance for senior leadership review.
- Ensured ongoing HR compliance across all site and head office operations, including contract management, social insurance, and statutory documentation.

HR Executive – *Advansys Project (Construction & Oil & Gas Services)*

2022 – 2023

- Supported end-to-end recruitment and structured onboarding programs for technical engineers, skilled tradespeople, and administrative roles across multiple projects.
- Coordinated and verified monthly payroll inputs including attendance records, overtime calculations, deductions, and allowances, ensuring zero-error submissions.
- Assisted in the rollout of performance management cycles, including goal-setting workshops, mid-year reviews, and annual appraisal coordination.
- Managed HR documentation, personnel files, and contract renewals in full compliance with Egyptian labor law and internal company policies.
- Handled day-to-day employee relations matters, serving as a first point of contact for employee queries and resolving workplace concerns in a timely manner.
- Supported the implementation and communication of new HR policies and procedures across project sites and head office teams.
- Coordinated closely with site supervisors and project managers to track workforce movements, transfers, and resource allocation across active projects.

Senior HR & Admin – *GT World of Beauty GmbH (Germany, France, Belgium)*

2020 – 2022

- Managed comprehensive HR operations across multinational teams spanning three European countries, navigating diverse labor regulations and cultural dynamics.
- Led full-cycle recruitment and structured onboarding programs, reducing time-to-productivity for new hires across all three markets.
- Designed and executed employee engagement initiatives that contributed to improved staff retention and overall organizational morale.
- Monitored and analyzed HR metrics including turnover rates, headcount trends, and training ROI to inform strategic management decisions.
- Oversaw payroll coordination, benefits administration, and compliance with local employment laws across Germany, France, and Belgium.
- Acted as a key liaison between local HR teams and senior management to ensure consistent application of global HR policies with local adaptations.

Senior HR & Admin – *Right Link S.A.E., Cairo*

2016 – 2020

- Managed the full recruitment lifecycle for a wide range of roles including sourcing, screening, interviewing, offer management, and onboarding coordination.
- Served as the primary HR point of contact for employee relations matters, handling grievances, disciplinary actions, and conflict resolution with consistency and fairness.
- Ensured strict compliance with Egyptian labor law, including proper employment contracts, social insurance registration, and statutory leave entitlements.
- Maintained accurate and up-to-date employee records, attendance systems, and HR databases to support payroll processing and management reporting.
- Coordinated performance appraisal processes, tracked KPIs, and worked with line managers to develop employee improvement and development plans.
- Contributed to the development and review of HR policies and employee handbooks to reflect changes in labor legislation and business needs.

EARLIER EXPERIENCE

Training & Production Coordinator – *MADEV NGO*

2014 – 2015

- Coordinated training programs, managed logistics, and supported production activities in alignment with the NGO's development objectives.
- Liaised with trainers, participants, and stakeholders to ensure smooth program delivery and high-quality outcomes.

EDUCATION

Bachelor of Commerce – Business Administration

TECHNICAL & SOFT SKILLS

HR Systems: Hubstaff, Monday, Microsoft Dynamics

Office Tools: Microsoft Excel (Advanced), Word, PowerPoint

Languages: Arabic (Native), English (Fluent)

Soft Skills: Critical Thinking, Negotiation, Problem-Solving, Decision Making, Time Management, Leadership, Cross-cultural Communication