

# LAMIAA HASHEM

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## PROFESSIONAL SUMMARY

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Dynamic Human Resources leader with over 25 years of progressive HR experience across engineering consultancy, healthcare, manufacturing, and education sectors. Holds an HRCI-accredited HR Diploma. Core expertise spans recruitment and talent acquisition, payroll management, employee relations, performance management, and HR policy development. Proven track record of building high-performance HR functions, driving organizational development, and ensuring full compliance with labor regulations. Skilled in managing multi-country HR operations including Egypt, Saudi Arabia, and Sudan.

## WORK EXPERIENCE

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### Head of Human Resources & Document Control Department | Meinhardt Singapore – Egypt



March 2023 – Present

- Lead the full HR function including talent acquisition, onboarding, payroll, employee relations, and performance management for a multinational engineering consultancy.
- Oversee end-to-end recruitment cycles; build and maintain cost-efficient, high-quality talent pipelines aligned with organizational growth strategies.
- Design and implement structured onboarding programs to ensure seamless integration of new hires.
- Supervise payroll preparation, review, and validation; ensure full compliance with Egyptian Labor Law and company policies.
- Develop and maintain HR policies and procedures in line with organizational needs and best practices.
- Lead performance management systems; support department heads in setting KPIs and conducting fair, timely appraisal cycles.
- Drive employee engagement and retention initiatives; conduct structured exit interviews and translate findings into actionable improvement plans.
- Manage the Document Control department ensuring accurate, organized, and audit-ready filing systems (digital and physical).

### Senior Human Resources & Document Control Specialist | Meinhardt Singapore – Egypt



July 2023 – March 2025

- Managed day-to-day HR operations including recruitment coordination, payroll processing, employee records management, and HR reporting.
- Supported the implementation of onboarding programs and ensured compliance with HR documentation standards.
- Handled employee relations matters and escalated complex cases to senior HR leadership.
- Maintained and updated HR databases, personnel files, and document control systems to ensure accuracy and auditability.
- Assisted in the development and rollout of HR policies, procedures, and internal communications.
- Coordinated performance appraisal cycles and tracked development plans across departments.

## Human Resources & Administration Manager | EHAF Consulting Engineers – KSA

Projects

March 2021 – July 2023



- Managed HR and administrative operations for large-scale KSA engineering projects, overseeing a diverse, multi-nationality workforce.
- Led full-cycle recruitment for technical and administrative roles; coordinated with KSA project managers to forecast workforce needs.
- Supervised payroll processing and ensured compliance with Saudi Labor Law and Egyptian social insurance regulations.
- Administered employee contracts, renewals, and terminations in line with project timelines and local regulations.
- Oversaw office administration, vendor management, and facilities operations to support smooth project execution.
- Developed and implemented HR policies tailored to project-based work environments.

## Human Resources Manager | EHAF Consulting Engineers – KSA Projects

October 2012 – February 2021



- Directed all HR functions for KSA-based engineering projects over an 8-year tenure, building and scaling the HR department from the ground up.
- Managed end-to-end recruitment, onboarding, and talent development for multidisciplinary project teams.
- Ensured payroll accuracy and regulatory compliance for a large workforce across multiple project sites.
- Established HR policies, employee handbooks, and organizational charts to support project governance.
- Built strong employee relations practices; received 'Most Reliable Employee' award by peer election in 2017.
- Partnered with department heads and project directors to align HR strategies with project delivery objectives.

## Human Resources Manager | El Sewedy Pediatric Charity Hospital – Khartoum, Sudan

November 2008 – September 2012



- Managed all HR operations for a charity hospital in Sudan, overseeing recruitment, payroll, and employee relations for medical and administrative staff.
- Led talent acquisition for clinical and non-clinical roles including physicians, nurses, and support staff.
- Ensured compliance with Sudanese labor regulations and internal hospital HR policies.
- Developed and maintained personnel records, contracts, and HR documentation systems.
- Implemented employee engagement and retention initiatives to reduce turnover in a challenging operating environment.
- Supported hospital administration in organizational planning, headcount management, and staff scheduling.

## Human Resources Documents Controller | El Sewedy Cables Red Sea Copper

July 2006 – October 2008



- Maintained and managed HR documentation systems including personnel files, contracts, and compliance records for a manufacturing workforce.
- Coordinated document control processes ensuring all HR records were accurate, current, and audit ready.
- Supported HR team with onboarding documentation, employee data entry, and record management.
- Liaised with departments to ensure timely collection and filing of HR-related documents.
- Assisted in payroll data preparation and cross-checked employee records for accuracy.

## **Human Resources Generalist** | Masha' Business Corporation (U.S. Company)

*July 2004 – June 2006*

- Provided generalist HR support across recruitment, onboarding, employee relations, and HR administration for a U.S.-based business corporation.
- Assisted in full-cycle recruitment including job posting, screening, interviewing, and offer management.
- Maintained employee records and ensured HR documentation compliance with company policies.
- Supported payroll processing and coordinated with finance for accurate and timely salary disbursement.
- Handled day-to-day employee inquiries and escalated HR matters as appropriate.

## **Human Resources Generalist** | Arcotrade (Arab Corporation for Foreign Trade)

*July 2002 – June 2004*

- Delivered generalist HR services including recruitment coordination, employee record management, and administrative HR support.
- Assisted in drafting job descriptions, organizational charts, and HR documentation.
- Managed onboarding processes for new employees, ensuring smooth integration into the organization.
- Coordinated with management on workforce planning and staffing requirements.

## **Human Resources Administrative** | Modern School El Zahraa

*May 2000 – April 2002*

- Provided HR administrative support including maintaining employee files, processing attendance records, and assisting with payroll preparation.
- Coordinated recruitment administration for teaching and non-teaching staff.
- Managed HR correspondence, filing systems, and internal communications.
- Supported HR management with scheduling, reporting, and employee documentation tasks.

## **EDUCATION**

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### **Bachelor of Commerce – Accounting Department**

Ain Shams University, Cairo, Egypt | 1996 – 1999

## **CERTIFICATIONS & TRAINING**

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- **HRCI-Accredited Human Resource Management Diploma** – EGYCHAM – Egypt
- **Document Controlling System Training Course** – SNC Lavalin South Africa (PTY) LTD, South Africa | September 2007
- **Designing Job Descriptions and Organization Charts** – Career Development and Consulting Academy | July 2002
- **Basic Business Skills Acquisition Program (BBSA)** – Future Generation Foundation (FGF) | June 2007

## **ACHIEVEMENTS**

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- Most Reliable Employee Award – Voted by peers at EHAF Consulting Engineers, 2017
- Promoted to Head of Human Resources & Document Control Department at Meinhardt Egypt within less than 2 years of joining (July 2023 → March 2025), in recognition of outstanding performance and leadership capabilities
- Scaled workforce from 10 to 80 employees at Meinhardt Egypt in under 3 years (March 2023 – March 2026), achieving an average annual headcount growth rate exceeding 70%
- Drove consistent annual workforce growth of over 75% at EHAF Consulting Engineers – KSA Projects, supporting rapid project expansion across Saudi Arabia.

## CORE SKILLS

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• Talent Acquisition & Recruitment	• Organizational Development
• Payroll Management & Processing	• Document Control & Records Management
• Employee Relations & Engagement	• Labor Law Compliance (Egypt & KSA)
• Performance Management Systems	• Onboarding & Workforce Planning
• HR Policies & Procedures Development	• Business Analysis & HR Reporting

## LANGUAGES

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Arabic: Native | English: Fluent – Written & Spoken | French: Intermediate