

MUHAMMED YAHIA EL-MALLA

HR MANAGER

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ABOUT ME

I'm HR Manager, I possess over 12 years of extensive experience in Human Resources and Business Administration. I have strong experience across various Fields, including (Tech, Commercial, Engineering, Construction, Digital Marketing, Medical, and Multi-branch operations). In addition to solid expertise in building Start-ups Companies with multiple achievements.

My experience extends across all Human Resources functions (Talent Acquisitions, OD, Personal, Payroll, Training, Bin&Com) Including Operations management, overseeing and supporting the performance of other departments, and driving organizational development and improvement.

I have extensive experience in developing business strategies and annual operational plans, as well as executing them effectively. I also possess deep expertise in designing company policies and regulations compliant with labor laws, structuring corporate departments in alignment with organizational vision, and fostering professional work cultures along with healthy and flexible work environments.

Throughout my career, my expertise has not been limited to practical experience only, but also includes strong academic development. And I have studied HRM, Business Administration, and AI, and I strive to develop to keep pace with the developments in the modern business market.

I have excellent communication skills, strong team building and leadership capabilities, and the ability to build and maintain effective professional relationships, along with many other competencies. Therefore, I am continuously seeking to further develop my career and sustain my success in the Human Resources field.

WORK EXPERIENCE

HR GROUP MANAGER – (Fulltime)

Aug 2025 – Present

MSP Designs KSA | Cairo – EG

- I'm the primary head of Human Resources management for all company branches in Egypt and Saudi Arabia.
- I'm responsible for developing business strategies, as well as monthly and annual plans.
- I oversee all Human Resources functions, including workforce planning, recruitment, OD, Personal, Payroll, training, and analytics, and I hold primary responsibility for payroll and legal contracts.
- I'm responsible for establishing visions and frameworks for salary budgets, departmental expenses, and operational requirements.
- Responsible for System KPI's and monthly and annual targets.
- I supervise the overall operational management across all company departments in Egypt and Saudi Arabia.
- I'm responsible for developing, implementing, and enhancing the organization's core policies and regulations, in addition to managing social and medical insurance, and leading employee training and development systems.
- I'm responsible for establishing systems and building organizational structures for all departments, while supervising and monitoring tasks and employees across various divisions.
- I develop strategic plans to build a stable, healthy work environment and a professional organizational culture aligned with company directions.
- I prepare monthly and annual reports.
- I lead a team of more than 200 employees distributed across 11 different departments.

HR GROUP MANAGER – (Fulltime)

Jan 2024 – Jul 2025

EMAj Egypt for Trading & Engineering | Cairo – EG

- I'm responsible for managing Human Resources for the entire EMAj Group, including (the parent company, the factory, and all subsidiary companies under its umbrella).
- I'm responsible for developing work system strategies, as well as monthly and annual plans.
- I make and develop, establish, and implement the organization's core HR policies and regulations, while ensuring full compliance and execution.

- I also manage social and medical insurance and lead employee training and development systems.
- I develop annual recruitment and training plans along with their respective budgets, execute them, and supervise their implementation by the HR team.
- I'm responsible for recruitment, restructuring and optimizing departmental functions, personnel affairs, payroll, training, and HR analytics.
- I hold primary responsibility for payroll, employment contracts, and legal agreements.
- I'm responsible for establishing strategic frameworks and visions for salary budgets, departmental expenditures, and operational requirements.
- I supervise the overall operational management across all company departments and the factory.
- I'm responsible for developing and implementing KPI systems and setting monthly and annual targets.
- I'm responsible for establishing systems and building organizational structures for all departments, while supervising and monitoring tasks and employees across various divisions.
- I develop strategic plans to create a stable and healthy work environment and a professional organizational culture aligned with company objectives.
- I prepare monthly and annual reports.
- I lead an HR team of 13 members distributed across the companies and the factory.

HR MANAGER – (Fulltime)

Feb 2022 – Jan 2024

Octane Solutions (Under the umbrella of Elsewedy companies) | New Cairo – Cairo.

- It was a start-up company in Egypt, and I was the one who started the company from the beginning until the company won the best start-up company at the local level.
- I participate in developing business strategies and monthly and annual plans. I developed the pay structure in partnership with the managers.
- I am responsible for recruitment, and primarily responsible for payroll and legal contracts.
- Establish and develop the main policies and regulations of the organization, responsible for social and medical insurance,
- Responsible for the employee training and development system,
- Responsible for following up employees in other departments,
- I am the leader of a team of 5 employees.

HR Assistant Director in KSA, And HR MANAGER in EG – (Fulltime)

Jan 2020 – Jan 2022

PetroApp KSA | Al-Maadi – Cairo.

- PetroApp EG is a part of PetroApp KSA, It's a Startup Company in Egypt, I am the one who first started working remotely in Saudi Arabia until the company started in Egypt, and it has become one of the largest companies in Egypt and has many branches abroad.
- I participating in setting business strategies and monthly and annual plans. I participated in the development of the pay structure in partnership with managers and legal affairs. I Responsible for recruitment, primarily responsible for salaries and legal matters.
- I was responsible for building departments, hiring, and selecting workers
- Participating in the development of the main policies and regulations of the organization. Responsible for social and medical insurance, and responsible for following up employees in other departments. I'm the Leader of a team of 13 employees.

HR Assistant Manager & OD SECTION HEAD – (Fulltime)

Mar 2018 – Sep 2020

Samco-National Construction Company | Nasr City – Cairo.

- I started as a member of the recruitment team, and then, after one year I became to a senior generalist and team leader of talent acquisition team until Became Talent Acquisition Section Head.
- I follow up a Requests, and review it discuss them with the direct manager ,And assist my of recruitment team, hire and interview special Vacancies, make daily, weekly, and monthly reports, follow up job offers, and probation period
- And at my personal request, I was responsible for the Exit interview to reduce the Turn Over, and succeeded in doing so with a rate of 66% within 3 months

SENIOR HR GENERALIST – (Fulltime)

Jan 2015 – Mar 2018

Nawawy Group | Sheraton – Cairo.

- It is a company with a chain of pharmacies, its own academy, and a group of special stores for selling cosmetic products and medicines
- I was responsible for the recruitment process (White & Blue Collar), following up the evaluation period, and the daily, weekly and monthly reports.
- I was responsible for all personnel affairs, including Payroll
- I was responsible for hiring Beauty Advisors because of my expertise
- I was responsible for The Mass Hiring for Customer Service positions

Global Health U.S.A | Nasr City – Cairo.

- It is an American cosmetic pharmaceutical company, and it has an agency after the Spanish cosmetic medicines in Egypt.
- After a short period of training, I started working in the field of human resources from HR Coordinator to Become HR Generalist.
- I have worked in all HR departments (recruitment, personnel, training, OD, contracts, insurance, and all HR departments) until I became an HR Generalist
- I'm hired on all Titles, and I succeeded in that

EDUCATION

BACHELOR OF LAWS

Helwan University | Helwan – Cairo.

BUSINESS ADMINISTRATION

October 6 University | October City – Giza

Systems Skills

SAP	Odoo
ZOHO	Trello
ClickUP	SofTech
HR Cloud	Office

Personal Skills

HRM	AI	Soft Skills
SHRM	Communication Skill	Team Work
KPI'S	Management Team	Training
J.D	Development	Building Relationships
Negotiation skill	Time Management	Coaching
Headhunt skill	Strategy & Planning	MS Office & Computer

CERTIFICATIONS & CONFERENCES

Human Resource Management

HCC Academy

Social Media Marketing

eMarketing Institute

Human Resource Management

EDRAAK FAUNDTION

TEFL Diploma

Cambridge Uni, Via Master Business Academy

Human Resource Management

Coursera Co.

ICDL Course

Ain Shams University

Digital Marketing

UDACITY by Google

English Language Course

Master Business Academy (MBA)