

Mahmoud Elsayed Kamal

HR Manager

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Professional Summary

Experienced HR Manager with over 15 years of progressive experience in Human Resources and Administration. Strong background in HR operations, recruitment, payroll, labor law compliance, performance management, and organizational structuring within FMCG, trading, and distribution environments. Proven ability to support business objectives through effective people management and policy implementation.

Core HR Competencies

- HR Operations & Administration
- Recruitment & Selection
- Payroll & Compensation
- Labor Law & Social Insurance
- Performance Management & KPIs
- Policies & Procedures
- Training & Development
- Employee Relations
- Organizational Structure Design

Professional Experience

HR & Admin Manager – Speed4Trading (HIK Vision Distributor)

Jan 2019 – Present

- Developed and implemented job descriptions, organizational structure, and HR policies.
- Designed KPIs and performance evaluation systems across departments.
- Managed payroll preparation, review, and approval in coordination with top management.
- Handled employee relations, investigations, promotions, and disciplinary actions.
- Identified training needs and coordinated development plans to improve productivity.

HR & Admin Manager – Best Cheese Company (BCC)

Apr 2013 – Jan 2019

- Ensured full compliance with Egyptian labor law and governmental regulations.
- Managed administrative operations and assets of the branch.
- Prepared and controlled administrative budgets.
- Reviewed monthly payroll and coordinated with finance department.
- Led training and development for administrative staff.

HR Generalist – Speed Ahmed Hassan (P&G Distributor)

May 2009 – Apr 2013

- Supported HR operations including payroll, employee relations, and administration.
- Represented the company before labor office and social insurance authorities.
- Managed employee services, complaints, and attendance issues.
- Handled branch administration budgets and petty cash.

Education & Certifications

Bachelor of Commerce – Tanta University (2004)

Mini MBA – Human Resources (HR Planning, Recruitment, C&B, Training)

Advanced Excel for HR & Payroll

Systems & Tools

Microsoft Office | Oracle System | Odoo ERP

Languages

Arabic: Native | English: Very Good