

# MOHAMED ABDELFATTAH

People & Culture Manager | HR Operations Manager | Employee Relations & Compliance Manager

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## PROFESSIONAL SUMMARY

- **People & Culture Manager with 15 years** of experience leading **large-scale workforce administration**, personnel operations, employee documentation, payroll coordination, and statutory compliance across construction, consulting, pharmaceuticals, project management, and service environments.
- Managed HR operations for **6,000+ employees**, including **5,000+ employees** across multi-client operations at Fasser Egypt and **2 major Hassan Allam projects exceeding 2,500 employees each**.
- **Strong compliance history with Egyptian Labor Law**, Social Insurance, government liaison, audit readiness, employee contracts, HR records governance, and **zero legal penalties across inspections and reviews**.
- Combines operational HR leadership with advanced Excel, HRIS usage, HR reporting, dashboarding, and HR Analytics development to improve service delivery, reduce delays, and support data-based workforce decisions.

## CORE COMPETENCIES

HR Operations, Personnel Management, Workforce Administration, HR Shared Services, Employee Lifecycle Management, HR Service Delivery, Egyptian Labor Law, Social Insurance Compliance, Government Liaison, Labor Office Coordination, Audit Readiness, Legal Documentation, Employment Contracts, HR Records Management, Attendance Management, Leave Administration, Payroll Coordination, Employee Relations, HR Policy Development, Internal Regulations, Process Optimization, HR Reporting, HR Analytics, Management Reporting, Workforce Planning, Team Leadership, Stakeholder Management, HR Advisory, Conflict Resolution, Decision Support, Priority Management, Cross-Functional Coordination

## PROFESSIONAL EXPERIENCE

### People & Culture Manager | FASSER EGYPT CONSULTING | Cairo, Egypt | Apr 2024 - Present

- Lead personnel and HR operations for **5,000+ employees across multiple client accounts**, covering contracts, documentation, attendance, payroll inputs, employee records, and daily workforce administration.
- **Reduced administrative workload by 40%** by reviewing HR workflows, removing redundant steps, standardizing forms, and improving the use of electronic HR systems.
- Strengthen client audit readiness and compliance with Egyptian Labor Law and Social Insurance requirements, **resulting in zero legal penalties** during reviews and inspections.
- Develop and update HR policies, internal regulations, and personnel procedures for clients, aligning workforce practices with statutory requirements and business needs.
- **Act as senior HR advisor to business owners**, managers, and client stakeholders on personnel matters, employee relations cases, government documentation, and compliance risks.

### Senior HR Coordinator, Personnel Management | HASSAN ALLAM HOLDING | Cairo, Egypt | Dec 2020 - Nov 2023

- Managed personnel operations for **2 large-scale industrial projects, each exceeding 2,500 employees**, covering contracts, HR records, attendance, renewals, documentation, and employee administration.
- **Reduced administrative delays by 25%** through digital tracking, better document control, and tighter coordination between project teams, HR, payroll, and government-related processes.
- **Maintained audit-ready HR records for 5,000+ employees**, ensuring accurate files, compliant documentation, and readiness for internal and external reviews.
- Coordinated with Labor Office and Social Insurance authorities on registrations, declarations, employee status updates, and required statutory submissions.
- Supported payroll accuracy by validating attendance, leave, employee documents, and personnel changes before payroll processing.

### HR Supervisor / Personnel Specialist | THQA, EGYPTIAN FRENCH COMPANY | Cairo, Egypt | 2018 - 2020

- **Supervised personnel administration for approximately 1,000 employees**, covering employee files, contracts, attendance records, onboarding documentation, and statutory compliance.
- **Designed and implemented an integrated personnel administration system** from the ground up, centralizing HR records, contracts, and attendance data for faster access and stronger control.
- Coordinated with Labor Office and Social Insurance authorities to **maintain accurate employee registrations** and reduce exposure to compliance issues.
- Supported recruitment administration, onboarding logistics, employee data updates, and day-to-day employee service requests.
- Improved the efficiency and consistency of **HR operations by replacing scattered manual records with a more structured personnel workflow**.

### **Senior HR Specialist | STEM DEFINING QUALITY | Cairo, Egypt | 2017 - 2018.**

- Managed employee contracts, personnel files, attendance, onboarding, exit documentation, and HR administration in line with labor and social insurance requirements.
- Improved workforce administration accuracy by organizing HR workflows, reducing documentation gaps, and supporting timely employee data updates.
- Handled employee service requests and HR documentation while supporting recruitment coordination and new employee onboarding.

### **HR Specialist | SYNDESOL PROJECT MANAGEMENT | Cairo, Egypt | 2014 - 2017**

- Handled personnel documentation, employee records, contracts, payroll support, and administrative coordination for project teams.
- Maintained HR databases and supported employee inquiries, workforce documentation, and routine HR operations.

### **HR Administrator | ACCOUNTING OFFICE | Cairo, Egypt | 2011 - 2013**

- Maintained employee records, HR databases, payroll support documentation, and routine personnel administration activities.
- Supported employee inquiries and ensured accurate filing of basic employment documents and HR records.

## **KEY ACHIEVEMENTS**

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- Managed cumulative HR operations for **6,000+ employees** across large-scale projects and multi-client environments.
- **Reduced administrative workload by 40%** through workflow review, form standardization, and better HR system utilization at Fasser Egypt.
- **Reduced administrative delays by 25%** while managing personnel operations for **2 major Hassan Allam projects**.
- **Delivered zero legal penalties** by maintaining compliant records, strong government coordination, and audit-ready documentation.
- Built and implemented a personnel administration system for **approximately 1,000 employees at THQA**, improving records control and operational visibility.

## **HR ANALYTICS, SYSTEMS & TECHNICAL SKILLS**

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- **HRIS and Portals:** Hassan Allam Portal, Fasser HR System, Passer HR System, employee records systems, attendance systems, payroll support systems.
- **Advanced Excel:** PivotTables, Pivot Charts, Slicers, VLOOKUP, XLOOKUP, INDEX/MATCH, DATEDIF, NETWORKDAYS, text functions, KPI sheets, dashboards, salary slip automation.
- **HR Analytics:** turnover rate analysis, absenteeism tracking, overtime analysis, workforce forecasting, What-If Analysis, management reporting, HR dashboarding.
- **Office and IT:** Microsoft Excel, Word, PowerPoint, Advanced Microsoft Office, CCNA, MCITP.

## **EDUCATION & CERTIFICATIONS**

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- **Bachelor of Commerce**, Business Administration, Cairo University, **2009**
- HR Analytics & Reporting using Excel, In Progress, expected completion within 1 month.
- Labor Law & Social Insurance Compliance Training.
- Advanced Microsoft Office, Excel, Word, PowerPoint.
- CCNA, Cisco Certified Network Associate. MCITP, Microsoft Certified IT Professional.

## **LANGUAGES**

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**Arabic:** Native | **English:** Upper-Intermediate