

AMR MOUSTAFA MOHAMMED SAYED

HR MANAGER | PHRI Certified | MBA



El Obour City, Egypt | (+2) 01004835908 | Amr.moustafa.hr@gmail.com | LinkedIn: linkedin.com/in/amr-m-2050500pa10088

PROFESSIONAL SUMMARY

Results-driven dynamic HR Manager with 15+ years of progressive experience across the full spectrum of human resources management, including talent acquisition, organizational development, performance management, compensation & benefits, and employee relations. Holds PHRI (HRCI) and SHRM-CP certifications. Proven track record of building HR departments from scratch, reducing employee turnover by up to 25 percentage points, and aligning HR strategy with business objectives in Egypt, KSA, and UAE-regulated environments. Adept at driving operational excellence through data-driven decision-making and cross-functional collaboration.

CORE COMPETENCIES

• HR Strategy & Planning	• Talent Acquisition & Headhunting	• Performance Management & KPIs
• Compensation & Benefits Design	• Organizational Development	• Training Needs Analysis (TNA)
• Labor Law (Egypt / KSA / UAE)	• Payroll & Personnel Management	• Employee Relations & Retention
• Succession Planning	• HR Budgeting & Cost Reduction	• HR ERP Systems (SAP, AX, HRIS)

PROFESSIONAL EXPERIENCE

HR Manager

June 2024 – Present

Citiscap Egypt – Integrated Landscape Solutions | AbuNayyan Holding Group

- Established the HR department from the ground up, designing all policies, procedures, and workflows.
- Partnered with senior leadership to align HR strategy with corporate objectives, supporting company-wide growth.
- Reduced employee turnover from 38% to 13% by redesigning benefits packages, promoting career development, and fostering an inclusive workplace culture.
- Built and implemented a KPI-based Performance Management System, enabling data-driven evaluation across all departments.
- Developed comprehensive compensation & benefits strategy to attract and retain top talent.
- Led talent acquisition and headhunting initiatives for all open positions (white & blue collar).
- Facilitated leadership development and succession planning programs for high-potential employees.
- Managed payroll, employee relations, disciplinary procedures, and conflict resolution.
- Ensured full compliance with Egyptian labor law, social insurance regulations, and governmental authorities.

Group HR & Admin Manager

March 2019 – May 2024

AL TAWFIQ Co. For Plastic & Woven Sacks Industries – Egypt & KSA | APWS

Strategic Planning & Organizational Development

- Planned, managed, and developed HR strategy including workforce analysis, restructuring, and succession planning & any future development expectations.
- Established and monitored the Group HR annual budget, driving cost efficiency.
- Created and maintained HR policies, SOPs, employee handbook, and organizational chart.
- led job analysis process & created, updated and developed all job description cards and defined job specifications & job requirements for every position.

Performance Management

- Defined clear, measurable KPIs for all departments and designed performance appraisal frameworks.
- Analyzed appraisal results to identify skill gaps and recommend targeted development initiatives.
- Ensure Talent Management - through performance management, career development, Succession planning.

Talent Acquisition

- Managed end-to-end recruitment for white & blue-collar roles using ATS and multi-channel sourcing.
- Applied competency-based interview (CBI), STAR Method, and case interview techniques for structured selection.
- Led employer branding initiatives and developed quarterly/annual manpower plans.
- Followed up all talent Acquisition process including: advertising open positions, reviewing resumes, prepared shortlist, conducting interviews & tests with the applicants, reviewed issued job offers.

Training & Development

- Conducted Training Needs Analysis (TNA) and designed blended learning programs (workshops, seminars, e-learning).
- Evaluated the training and measure results.
- Delivered internal training on HR policies, compliance, and onboarding best practices.

Compensation & Total Rewards

- Defined pay strategy through company goals / available budget.
- Designed and benchmarked salary structures through annual market salary surveys.
- Created and updated benefits schemes including health coverage, incentives, and bonus policies.

Employee Relations & Personnel

- Managed onboarding, offboarding, and HR events (Ramadan, sports days, employee of the year).
- Supervised personnel files, payroll processing, attendance management, and labor law compliance.
- Managed admin functions including facilities, security, housekeeping, and fleet management.
- On boarding / Inductions: Ensured that every new hire into the organization has provided all necessary employment documents and get effective inductions training with all departments.
- Off Boarding: exit interviews, internal clearance, ensured all legal documents and processes are completed.
- HR Events: take the lead on HR responsibilities of all events such as Ramadan, launch events, sports days, employee of the year, etc...
- Conducted investigations & applied the penalty using the penalties list and ensure that disciplinary and termination and actions taken are compliance and meeting with Egyptian labor law.
- Ensured that Company's policies are aligned with local laws.

HR Manager

October 2015 – February 2019

Trust For Engineering Industries (Automotive Feeding Industries) | Multi M Group

- Managed full-cycle HR Functions: organizational design, recruitment, onboarding, training, performance management, personnel & payroll.
- Created, developed company policies, HR procedures & SOPs Prepared and update Employees handbook.
- Prepared the company's first market salary survey and restructured the salary scale accordingly.
- Completed all HR quality assurance procedures for ISO 9001, ISO/TS 16949, ISO 14001, and OHSAS 18001 certifications.
- Created and updated all HR forms to meet ISO standards, including health & safety procedures.
- Designed KPI frameworks and a systematic performance appraisal system with behavioral anchors.

Senior HR Specialist

October 2013 – September 2015

ERTEKAA – Enhancement of Integrated Services & Waste Recycling | Orascom Sister Company

- Scaled workforce from 600 to 1,000+ employees to support 2 new production lines and 4 new projects.
- Developed job descriptions, organizational charts, HR policies, and the employee handbook.
- Managed full-cycle recruitment, payroll processing, and compliance with labor/insurance regulations.

HR Specialist

August 2011 – September 2013

Ministry of Culture – Egypt

- Managed governmental relations with labor offices, GOSI, medical insurance authorities, and financial ministries.
- Handled payroll, attendance, tax deductions, and social insurance reporting.
- Oversaw facilities, maintenance contracts, and security services.

Recruitment Specialist

August 2010 – July 2011

Jisr Alkhaleej – Recruitment Abroad Company

- Managed job advertising, resume screening, interviews, and candidate evaluation for international placements.
- Prepared and communicated job offers to selected candidates.

KEY ACHIEVEMENTS

#	Achievement	Organization
1	Reduced employee turnover from 38% to 13% by redesigning benefits, improving work environment, and implementing structured retention policies — resulting in significant cost savings.	Citiscap Egypt AbuNayyan Group
2	Prepared effective succession plans for all critical positions. Built a personnel database ensuring full compliance. Reduced transportation costs by 25% through strategic vendor negotiation.	AL TAWFIQ Co. APWS
3	Conducted first-ever market salary survey in the company and restructured the salary scale. Achieved ISO 9001, ISO/TS 16949, ISO 14001, and OHSAS 18001 certifications by leading all HR quality assurance initiatives.	Trust For Engineering Industries
4	Successfully scaled headcount from 600 to 1,000+ employees to support rapid business expansion across 4 new projects and 2 new production lines.	ERTEKAA Orascom

EDUCATION

Master of Business Administration (MBA) Brooklyn Business School Grade: Very Good	2023
Master of Administrative Science & Private Law Ain Shams University Grade: Good	2016
Bachelor of Law Ain Shams University Grade: Good	2010

PROFESSIONAL CERTIFICATIONS & TRAINING

#	Certification / Course	Issuing Institution	Year
1	PHRI™ – Professional in Human Resources International	Human Resources Certification Institute (HRCI)	2023
2	High School Diploma – Human Resources Management & Services	The American University in Cairo (AUC)	2019
3	New Social Insurance Law (30 Hours)	Institute of Social Insurance	2020
4	SHRM-CP – Certified Professional	Society for Human Resource Management (SHRM)	2015
5	HR Diploma (72 Hours) – Grade: Excellent	Ain Shams University & Lane American University	2011
6	Mini MBA	Al-Azhar University	2014
7	Corporate Social Responsibility (CSR) Workshop	CBI – Program for Engineering Companies	2019
8	Firefighting, Civil Protection & Safety	Institute of Civil Protection, Cairo	2015

#	Certification / Course	Issuing Institution	Year
9	English Language – 14 Levels (168 Hours) – Grade: Excellent	Ministry of Communications & Ministry of Foreign Affairs	2010
10	ICDL – International Computer Driving License	International Organization UNESCO	2009

TECHNICAL & DIGITAL SKILLS

HR & ERP Systems: SAP HR | Microsoft Dynamics AX (Axapta) | HITS | HRIS | Alfa | ViewSoft | Applicant Tracking Systems (ATS) | ZKT (Timekeeping)

Microsoft Office: Excel (Advanced) | Word | PowerPoint | Access | Outlook | Visio | Edraw Max

Other Tools: Google Workspace | LinkedIn Recruiter | Organizational Chart Design Tools | Ai Tools: Claude, Gemini, Chat GPT

LANGUAGES

Arabic: Native | **English:** C1 Level – Excellent (Reading, Writing, Listening, Speaking)

ADDITIONAL INFORMATION

Date of Birth: 10 August 1989 | **Nationality:** Egyptian | **Marital Status:** Married (2 Children) | **Military Status:** Exempt | **Driving License:** Yes (Own Car)

References available upon request