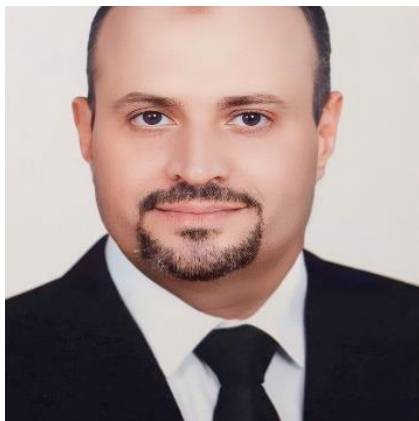


Khaled Herzawy

CHO/ Group HR Director

Looking for opportunity in Human Resource Management & Administration with a professional reputable organization that allows me to apply my acquired skills and experiences in managing HR & Admin.



Contact

Address

Cairo

Phone

+201092505232

E-mail

Khaled.Herzawy@gmail.com



Key Skills

- Team Leader
- Team Building
- Decision Making
- Problem Solving



Work History

2025-05 -
Current

Corporate Director of HR

Jadara Developments & Investments, Charmillion Hotels & Resorts, Cairo

- The Corporate Director of Human Resources is responsible for leading and managing the HR function in alignment with the company's strategic goals. Oversees talent acquisition, employee relations, performance management, training and development, compensation and benefits, and compliance with labor laws. Plays a crucial role in building a high-performance culture and ensuring HR policies support the construction & Hotel industry's unique workforce needs. Reporting directly to the Chairman.
- (Hotels + Resorts + Construction + Real Estate Industry) Total manpower 2000 employees

2022-01 -
2025-05

Director of HR & Administration

Misr Travel, Cairo

- Responsible for Human Resources, Administration Affairs and Security over all group in Egypt (Head Office, 3 Hotels, 1 Nile Cruise, Transporting Fleet, Limousine and Branches). Reporting direct to Executive Managing Director / Member of Boards.
- (Hotels + Tourism + Ticketing + Cruise +Assets Management +Public Business Industry) Total manpower 2500 employees

2019-01 -
2021-12

HR & Administration Manager

- Strategic Planning
- Critical Thinking
- Flexibility
- Communication
- Creativity
- Attention to detail
- All MS Office
- HRIS
- Wipro
- Orica, Mena System
- ERP Microsoft Dynamics



Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/khaledherzawy-83472a51>



Language Skills

EDECS El-Dawlia for Engineering & Construction, Cairo

- Responsible for Human Resources, Administration Affairs, Legal affairs, Procurement, Supporting services (Maintenance, Security, and Transportation). Reporting direct to Chief Executive Officer.
- (Construction +Real Estate sector) Total manpower 950 employees

2016-04 - 2018-12

Vice Chairman for Human Resources & Admin

The General Egyptian for Buildings, Cairo

- Responsible for all Human Resources & administrations affairs, hiring, payroll, benefits & compensation, training, medical care, public relations, public services and secretaries. Reporting direct to Company Chairman & Chief Executive Officer.
- (Construction +Real Estate + Public Business Industry) Total manpower 1450 employees

2014-01 - 2016-03

HR Director

Al Moosa Specialist Hospital & Center, Eastern Province

- Responsible for all Human Resources functions at Al Moosa Hospitals &Centers which have one old hospital opened since 1996 also Al Moosa Medical Center at Al Oyoon City and there is new medical tour under opining. Reporting to Executive Director.
- (Hospitals & Health care Industry) Total no. of beds 250 / Total no. of staff 1500 employees

2010-10 - 2013-12

Regional HR Manager

Magrabi Hospitals & Centers, Riyadh, Central Region

- Responsible for the implementation and maintenance of the Central Region Hospitals & Centers under the direction of established policies and procedures and for the effective and efficient operation of the HR Department.

Arabic:
Mother
Tongue

English: Very
Good
command

Reporting to Regional Operational Director –
Central Region & Corporate HR Director.

- (Hospitals & Health Care Industry) 100 beds, 45 clinics, total manpower 650 employees

**2006-08 -
2010-08**

HR Manager

Saudi German Hospitals Group, Abha

- (Hospitals & Health Care Industry) 400 beds, 56 clinics, total manpower 850 employees reporting to CEO & Corporate HR Director.

**1996-09 -
2006-07**

HR Manager

Hilton Egypt

- Also worked in Hilton Hurghada Resort, Hilton Hurghada Plaza & Hilton Ain Alsokhna. Reporting to General Manager for operations wise and reporting to V. President HR for HR functions. Over and above my duties as HR Manager, was responsible for Work permits for Expats including all procedures with Ministry of Tourism, Labour Office, Ministry of Manpower and Ministry of Interior. Over and above my duties as HR Manager was responsible for all staff facilities including Housing for all staff levels, staff cafeteria, staff transportation.
- (Hotels & Tourism Industry) Five stars, total no. Of rooms 402, total Manning guide 660 employees.

**1995-06 -
1996-09**

Lawyer with real practice

- While till now official Lawyer can deal official with all courts & government. Member of BAR Association – Egypt “Appellate”
- (Legal & law Industry)



Education

2009-01

Master of Business Administration: Human Resources Management

Columbus University - USA

2001-01

HR Management program

1995-01

Bachelor of Law

Asyut University



Key Achievements

- Create & design HR Department from scratch in 3 Hotels in Egypt & in 3 Hospitals & Centers in Saudi Arabia.
- Achieved business objectives during all my experiences with a high score.
- Participated in the international recruitment committee (Philippines – India – Pakistan – Egypt).
- Achieved a great result in staff satisfaction survey and staff motivation activities.
- Created & Implemented HR policies & procedures based on company mission & vision as well as Job descriptions for all Positions.
- Build good relations with the government's officers / Managers In order to finalize work without problems & complications.



Personal Awards

Ten years' service award certificate to the Hilton International Company., Opening Certificate of Hilton Hurghada Plaza, Opening Certificate of Hilton Ain El Sokhna, Opening Certificate of Magrabi Hospital –Riyadh KSA, Joint Commission International Accreditation Team Leader for Staff Qualification & Education SQE, Outstanding performance award from Group President & Hospital CEO (SGHG)



Training

- Hiring Smart: Behavioral Interviewing Techniques Course
- Principles of Management Course

- Assertiveness Telephone Etiquette, Time Management & Stress Management Courses
- Team Building Course
- Performance Appraisal, Resilient Employee, Selling Skills Course
- Personality Development & Motivation Course
- Effectiveness & Efficiency in Management Course
- Handling Conflict Course



Personal Information

- Date of birth: August 28th, 1973
- Nationality: Egyptian
- Marital Status: Married