

Mahmoud Abdallah

Address 1: Hadayek El Ahram, Giza, Egypt
Address 2: Maadi, Cairo, Egypt
Mobile: 02-01112308246 / 01287772546 / 01550771209
E-mail: mahmoud_abdallah34@yahoo.it
(Please email or WhatsApp if unreachable by phone)

Professional Summary

Strategic Human Resources Director with over 20 years of experience leading HR operations across diverse industries in Egypt. Proven expertise in developing HR infrastructures, implementing performance management systems, and aligning HR strategies with organizational goals. Skilled in recruitment, employee relations, training and development, and compensation management. Recognized for fostering a culture of engagement, compliance, and continuous improvement.

Education

2023 – Developing the HR Professional Diploma, RITI

2006 – B.Sc. Management Information Systems, El-Madina Academy (Major: Human Resources Management)

Achievement Highlights

- Established a fully functional HR department and implemented a robust HR infrastructure at Cosmos Engineers & Consultants.
- Drove business performance by developing and executing clear performance standards and integrated performance management systems at Nestlé Nespresso Egypt and Cosmos Engineers & Consultants.

Employment History

Human Resources Director – Green Foods

Industry: Food Manufacturing

Period: Mar 2025 – Present

Head of Human Resources (Egypt & KSA) – Raafat Miller Consulting

Industry: Consulting Engineering

Period: Aug 2024 – Mar 2025

Human Resources Director - Hala HR Consulting

Industry: HR Consultancy

Period: Apr 2021 - Jul 2024

HR Manager - Impresub International LLC

Industry: Marine Contractor

Period: Sep 2020 - Mar 2021

HR Manager - Green Modeling Contracting

Industry: Construction

Period: Apr 2019 - Aug 2020

HR Manager - Cosmos Engineers & Consultants

Industry: Consulting Engineering

Period: Aug 2014 - Mar 2019

HR Manager - Setec Egypte

Industry: Consulting & Engineering Services

Period: Sep 2012 - July 2014

HR Manager - Nestlé Nespresso Egypt

Industry: FMCG

Period: Jun 2011 - Aug 2012

HR & Admin Specialist - SQUARE Engineering Firm

Industry: Construction

Period: Oct 2009 - May 2011

HR Coordinator - Egyptian International for Trading & Supplies

Industry: Retail and Wholesale

Period: Aug 2006 - Apr 2009

Key Responsibilities

Organizational Development

- Oversee the implementation of human resources programs through Human Resources staff; identify opportunities for improvement and resolve problems.
- Develop and monitor the HR annual budget including employee recognition and team building.
- Conduct continuous development of HR policies, procedures, job descriptions, organization and salary structures, and performance appraisal practices.
- Assist with team development, strategic planning, leadership development, organizational redesign, and change management.

Recruitment & Staffing

- Establish and lead standard recruiting and hiring practices using all available recruitment sources.
- Set HR plans (succession planning and environmental scanning) and recruitment budgets aligned with business strategy.
- Interview candidates at all levels and participate in selection committees.

Employee Relations

- Formulate and recommend HR policies and objectives related to employee relations and rights.
- Partner with management to communicate HR policies, procedures, programs, and laws.
- Arrange induction (onboarding) and exit (offboarding) programs and manage settlement processes.
- Manage employee requests (loans, reimbursements, HR letters, allowances) and conduct periodic engagement surveys.

Performance Management & Training/Development

- Lead performance management systems including PDPs and development programs.
- Monitor corporate training budgets and maintain training records; design and develop HR training programs and evaluate effectiveness.

Compensation & Benefits (Total Rewards)

- Establish wage and salary structures, pay policies, and oversee variable pay systems including bonuses and increments.
- Lead market research for pay practices and bands; monitor pay practices for effectiveness and cost containment.
- Recommend benefit changes aimed at retention; administer medical insurance, leaves, attendance and overtime.

Human Resources Management Systems (HRMS)

- Utilize HRIS systems to automate HR and administrative tasks and empower employees.

Training & Courses

- Organizational Development Workshop – Integrated Solutions Consultancy (2019)
- Advanced Excel HR – Human Capital Community (2019)
- Project Management Fundamentals – Integrated Solutions Consultancy (2018)
- Compensation & Benefits – American Chamber of Commerce (2016)
- Effective Business Writing – SQUARE Engineering Firm (2010)

Skills

- HR Systems: Proficient in Odoo ERP and HRIS systems
- Software: Very good knowledge of Microsoft Office (Word & Excel)
- Languages: Arabic (Native), English (Very Good), Italian (Very Good)

Personal Information

Date of Birth: 18 Sep 1984

Marital Status: Single

Military Status: Exempted

Driver's License: Valid & Car Owner

Hobbies: Tennis, Italian movies & music