

## **MOHAMED EL SHAFEI**

### **Head of Human Resources and Administration**

Human Resources Executive with 17+ years of experience driving HR transformation, fostering organizational growth, and building high-performing cultures across diverse sectors (Construction, Manufacturing, Technology, Education, Government, Non-Profit). Proven expertise in talent acquisition, performance management, HRIS implementation, and strategic workforce planning. Well-versed in KSA, Egypt, and Libya's labor laws & HR Operations.

#### **CONTACT**

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#### **ACADEMIC ACHIEVEMENTS**

- **MBA in Global Management, Eslsca University, August 2020.**
- **BA in Arts, majoring English Language & Literature, Ain Shams University, June 1999.**
- **Certified Assessor, Riverwaves & British Psychological Society, In-Progress March 2025**
- **Certified Balanced Scorecard Management Professional, January 2022.**
- **Diploma in Human Resources Management & Services, American University in Cairo, May 2012.**
- **Microsoft Certified Professional, December 2002.**
- **Cambridge Award in Electronic Communication, December 2001.**

#### **WORK EXPERIENCE**

**Senior HR Manager** | Elsewedy Electric, Aluminum Cables Group, February 2025 – Present

**Regional Human Resources Director** | Al Gihaz Holding, KSA & Egypt, February 2025 – Jan 2026

**Head of Human Resources** | Rowad Modern Engineering, EPC, Cairo, Egypt, July 2017–October 2024

- Led all aspects of the HR function, aligning HR strategies 100% with local and international expansions in KSA, Libya, Ivory Coast & Comoros.
- Designed and implemented a holistic performance management system using HRIS.
- Designed and conducted leadership training programs to strengthen staff motivation and positive management approaches
- Achieved adherence to labor laws and construction industry regulations, maintaining workplace safety and legal compliance.
- Developed and implemented Talent Management programs for construction teams, focusing on safety protocols, job-specific skills, and regulatory compliance.
- Monitored training effectiveness and ensured continuous employee development to improve productivity and reduce on-site incidents.
- Implemented engagement initiatives and designed surveys and Bottom-Up feedback to improve retention and morale, aligning with company objectives. Employee satisfaction exceeded 85%.

## PROFESSIONAL ACHIEVEMENTS

- Designed a comprehensive onboarding cycle to limit after-joining support for mass hiring with RME including orientation and quality assurance reviewing.
- Employed 400+ candidates quarterly to meet continuous growth & expansion in 2017-2018 with RME.
- Led the HR startup of Zewail City crafting complete processes and policies for the University and six Research Centers and Supporting Functions
- Formed, implemented and populated a region-wide cost saving project in British Embassies across MENA region by performing local secured maintenance of equipment instead of shipping to and from UK.
- Implemented an automated workflow for managing Staff Services, Performance Reviews and accommodation.
- Planned and implemented required standards to obtain ISO certifications in Domiatec Group including Audit and QA processes and the shift to Domiatec Holding.
- Introduced a method to analyze British Council's Customers' needs & Interests by building and generating marketing reports using Oracle Discoverer, to plan annual business plans and learning programs for individuals and Corporate Clients. Nominated as Hub Advisor for region's users.
- Utilized Oracle database to enhance communication with British Council's Customers with important events and registration notes instead of performing manual telephone calls.

- Administered competitive compensation structures and benefits programs (health insurance, retirement plans, wellness initiatives), ensuring industry compliance and placing company pay structure above the 70<sup>th</sup> percentile.
- Utilized HR analytics tools to track key metrics (employee turnover, recruitment success rates, training ROI) and succeeded to maintain +90% retention on average.
- Generated detailed HR reports to support decision-making and optimize human capital management.

### **Chief Human Resources & Support Services Officer** | Domiatec Agri-Group (Cairo, Egypt), June 2016 – July 2017

- Established a culture of continuous feedback and performance management to support ongoing development and succession planning.
- Oversaw HR and Support Services functions, implementing internal procedures and organizational changes to comply with international standards.
- Developed and implemented a comprehensive employee handbook for consistent HR policy understanding and application.
- Automated the leave management system, reducing errors and improving accuracy in leave balance tracking.
- Collaborated with IT to integrate HR systems with payroll and other databases, streamlining data entry and ensuring data integrity.
- Developed and executed a talent assessment framework to identify high-potential employees and groom them for key roles.

### **Human Resources Director (Startup)** | Zewail City of Science and Technology | July 2012 – September 2016

- Promoted diversity in hiring, ensuring a balance in gender, race, and international backgrounds within the startup environment.
- Developed a smooth onboarding process for new hires, fostering high engagement.
- Conducted awareness programs to ensure employees understood the startup's vision and mission within the context of innovation, research, and the technology ecosystem.
- Identified and facilitated training programs to keep employees at the forefront of emerging technologies (AI, machine learning, etc.).
- Fostered leadership programs to groom technical talent for managerial roles, addressing specific needs in innovation-driven environments.

## PROFESSIONAL COMPETENCIES

- Talent Acquisition & Management
  - Performance Management & KPIs
  - HRIS Management & Implementation
  - Benefits Management
  - Employee Relations & Engagement
  - Policies & Procedures Development
  - Training & Development
  - Compensation & Payroll
  - Leadership Development
  - Data Analysis & Reporting
  - Organizational Change Management
  - Labor Law Compliance
- Designed a performance management system aligned with individual career growth and organizational goals, ensuring fair and accurate assessments.
  - Designed attractive benefits packages, including health and wellness plans.
  - Developed initiatives to connect employees to the broader mission of the startup, emphasizing the intersection between technology, STEM education, and research.
  - Implemented strategies to retain high-performing employees through career development opportunities, promotions, and assignments in high-profile research initiatives.
  - Developed and maintained a culture that promoted innovation, collaboration, and inclusion.
  - Ensured compliance with local labor laws, international labor standards, and specific laws regarding IP, research ethics, and data protection in tech environments.
  - Developed organizational structures enabling high-efficiency work across Faculty, research, and Administration teams.
  - Utilized data and analytics to track workforce metrics, employee satisfaction, and performance trends, ensuring data-driven HR strategies.
  - Implemented Mena HR HRMS.
  - Established employee data privacy and security policies and procedures.

### **Human Resources and Protocol Manager | British Embassy Cairo, October 2007–May 2012**

Manage and improve all HR services in coordination with MENA region and UK's Foreign & Commonwealth Office.

### **British Council Cairo | Assistant Registrar, October 2003– October 2007**

Manage design and generation of business reports on Oracle Discoverer for target monitoring and annual business plans.

Manage and develop Corporate Contracts with Clients.

### **British Council Cairo | Examinations and Customer Services Executive, April 2000–October 2003**

Plan and execute International Examinations logistic plans according to owning Boards in UK, including registration, seating plans, and post examination services.

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