

MINA MICHEL SABA

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Results-driven Talent Management Head with extensive HR operation knowledge seeking to leverage 15+ years of expertise throughout multinational telecommunication, industrial petrochemical and education exposures digging deep into strategic talent and workforce management to drive organizational excellence through innovative HR solutions and data-driven decision-making.

PROFESSIONAL SUMMARY

Dynamic Talent Acquisition Leader with proven expertise in optimizing recruitment, talent strategies and workforce management. Demonstrated success in reducing time-to-hire by 20%, enhancing employee engagement by 15%, and implementing data-driven HR solutions. Specialized in developing and executing comprehensive talent acquisition strategies that align with organizational objectives and drive sustainable growth.

CORE COMPETENCIES	TALENT MANAGEMENT	TECHNICAL & ANALYTICS	TECHNICAL SKILLS
Strategic Planning & Leadership	Talent Management	HRIS Implementation	HRIS Systems & Workforce Analytics Tools
Strategic HR & Workforce Planning	Talent Acquisition & Development	Workforce Analytics	Performance Management Systems
Leadership Development	Employee Engagement & Retention	KPI Development & Monitoring	MS Office Suite (Advanced)
Budget Management	Performance Management	Process Optimization	eLearning Platform Management
Organizational Structure Design	Training Program Development	Project Management Software	Digital Marketing Tools

PROFESSIONAL EXPERIENCE

British University in Egypt (BUE) – Cairo, Egypt

Talent Management Manager (May 2025 – Present)

Appointed to lead strategic talent initiatives and support the digital transformation of HR processes across academic and administrative sectors at BUE. Tasked with driving innovation in recruitment practices and aligning talent strategies with institutional goals for the academic year 2025/2026.

Key Responsibilities & Achievements:

- Leading the initiation and implementation of the Oracle Fusion HR system, facilitating the university's transition to a centralized, data-driven platform for HR operations and talent management.
- Overseeing the revamp of institutional HR policies to align with international best practices, regulatory compliance, and the evolving needs of both academic and administrative departments.
- Designing and executing a comprehensive talent acquisition strategy tailored to the higher education sector, including faculty recruitment, leadership roles, and administrative staffing.
- Collaborating with university leadership to define future workforce needs, ensuring alignment with academic program expansion and operational scalability.
- Driving change management and stakeholder engagement to ensure smooth digital adoption across faculties and support functions.
- Building strategic partnerships with academic networks and professional bodies to enhance employer branding and attract top-tier talent.
- Spearheading the development of diversity and inclusion hiring policies to support equitable and inclusive recruitment practices.

Fertiglobe – Sokhna Plant/Nile City

Head of Talent Management (2022 to April 2025)

Led end-to-end talent management strategies and workforce management initiatives for a major industrial organization for petrochemicals, focusing on operational excellence and strategic growth.

Key Achievements:

- Established and managed comprehensive HR budgets aligned with company financial objectives, achieving 100% compliance with allocated resources.
- Implemented data-driven workforce planning strategies, resulting in 15% improved workforce efficiency and successful support of expansion initiatives.
- Redesigned recruitment and development policies, reducing process inefficiencies by 20% through streamlined workflows and automated systems
- Partnered in initiation of Fertiglobe Academy with the OD and my team to initiate it with two successful rounds for internships and postgraduate rounds to hire in 2024
- Spearheaded the implementation of a new performance management system, driving a 10% increase in employee productivity.
- Developed and tracked recruitment KPIs, resulting in 20% faster time-to-hire and improved quality of hires.
- Managed HR operations for 2,000+ employees, including payroll, compensation, and benefits administration.

Orange – 6 October City, Giza

HR Operation Supervisor (2007 to 2022)

Orchestrated workforce operations and HR initiatives during major organizational transformation, including the Mobinil and Link.net merger affecting 8,500+ employees.

Key Achievements:

- Optimized recruitment workflows for four outsourcing partners, achieving 20% improvement in efficiency through standardized processes.
- Led complex restructuring of 28 departments during merger integration, generating \$500,000 annual savings while maintaining employee satisfaction.
- Launched and managed leadership-focused eLearning initiative, increasing completion rates from 62% to 81%.
- Created and implemented HR budget monitoring dashboards, enabling real-time tracking and optimization of resource allocation.
- Developed comprehensive job families and competency framework aligned with organizational objectives.
- Utilized HRIS tools and analytics to streamline workforce planning and talent management processes.

EDUCATION

MBA in HR Management

International Business Management Institute, Berlin, Germany (2018-2019)

Bachelor of Arts in English Literature (with honors)

Cairo University, Giza (2007)

PROFESSIONAL CERTIFICATIONS

- AI Essential Certified ALX (2025)
- CBI Certified Assessment, Job Master (2023)
- Udacity Professional Track for Digital Marketing (2021)
- Udacity Challenger Track for Digital Marketing (2020)
- Basic Accounting Concepts for Non-financial Professionals (2020)
- Workforce Planning and Employment (HRCI: PHR/SPHR-aligned) (2019)
- Operations Management Functions and Strategies (2019)
- Six Sigma Green Belt Certification (2009-2012)
- Leadership Excellence Program Completion (2015-2016)