

# ABEER SAEED, MBA



📍 1st District, New Cairo

☎ 012 20267771

✉ abeer.saeed.ibrahim@hotmail.com

## PROFILE SUMMARY

HR Professional with 15 years in designing & implementing human resources programs & policies, including Talent acquisition, compensation & benefits, employee relations, training & Development. Expert in developing & nurturing partnerships through human resources to bridge the divide between management and employees; ensuring regulatory compliance with legal requirements pertinent to the day-to-day management of employees.

## KEY EXPERTISE

HR Department Startup  
HR Policies  
HR Processes & Procedures  
Performance Management  
KPIS

Training & Development  
Talent Acquisition  
Manpower Planning  
Job Descriptions  
Orientation & Onboarding

Compensation & Benefits  
Payroll Administration  
Employee Relations  
Employment Laws  
Conflict Management

## PROFESSIONAL EXPERIENCE

### GROUP HR & ADMINISTRATION DIRECTOR

1/9/2025 – Till Date

MAC GROUP (MAC Construction | DAR MAC Consultants | Orchid Developer | Orkid Creative | MAC Cement)

#### Scope:

Overseeing HR, Administration, Facilities, Logistics, Security, and IT, with a core mandate to build the HR function from scratch—implementing policies, procedures, structures, Building HR Team and enhancing operational performance across all support departments.

### HR DIRECTOR

Shalaby Construction

12/2024 – 8/2025

#### Key Highlights:

- Developed a comprehensive workflow plan to enhance collaboration and efficiency between all technical departments.
- Conducted salary increment study of 2025

### HUMAN RESOURCES MANAGER

DME Holding (Construction Sector Part of DMG | Mountain View Group)

04/2023 – 12/2024

#### Key Responsibilities:

- 1. Human Resources Strategy and Planning:**
  - Develop HR strategies to align with the business strategy.
  - Prepare annual HR plans and Budget (People Cost) and oversee their execution.
  - Ensure departmental plans are aligned and effectively implemented.
- 2. Recruitment and Onboarding:**
  - Maintain staff efficiency by establishing appropriate recruitment, hiring, and onboarding plans.
  - Issue job offers and ensure new hires are effectively integrated into the organization.
  - Supervise the use of recruitment platforms to expand the DME database.

- Organize and participate in job fairs to attract top talent.
- 3. Performance Management:**
    - Manage the submission of objectives for DME eligible employees, ensuring alignment with the company's annual operation plan.
    - Oversee the implementation of performance reviews (mid-year and final year) to track employee performance.
  - 4. Training and Development:**
    - Oversee the implementation of the annual approved training plan, including technical and soft skills training.
    - Manage leadership and talent management programs to equip existing and potential leaders with the necessary tools and knowledge.
  - 5. Compensation and Benefits:**
    - Implement compensation and benefits plans according to DME policies.
    - Monitor and ensure adherence to the HR budget.
    - Maintain the implementation of grading structure to ensure fair and consistent compensation practices.
  - 6. Employee Relations and Retention:**
    - Oversee exit interviews and analyze data to maintain talent retention.
    - Facilitate and strengthen communication between employees and management.
    - Guide managers and employees on problem-solving, dispute resolution, regulatory compliance, and litigation avoidance.
    - Enhance company culture to keep employees informed and motivated.
  - 7. Employer Branding:**
    - Develop and implement employer branding strategies to attract and retain top talent.
    - Promote the company's values, culture, and benefits through various channels.
  - 8. HR Policies and Compliance:**
    - Contribute to developing and periodically revisiting HR policies to reflect changes in the HR environment.
    - Monitor the implementation of HR policies to ensure compliance.
  - 9. HR Analysis and Reporting:**
    - Maintain accurate, periodical, and up-to-date HR analysis reports (e.g., turnover, people cost, promotions, predictive analysis).
  - 10. Organizational Structure and Job Descriptions:**
    - Monitor the continuous update of organizational charts in terms of chain of command and efficiency.
    - Ensure the accuracy and ongoing update of job descriptions across the company.
  - 11. Talent Programs:**
    - Develop and manage talent programs to identify and nurture high-potential employees.
    - Implement clear career paths and succession plans for employees to ensure the required talent is identified and developed for succession.
  - 12. Site HR Activities:**
    - Manage the implementation of HR activities on sites to enhance the connection with all DME sites.
    - Ensure HR services are efficiently delivered to employees.
  - 13. Follow-Up with Admin and Personnel Tasks:**
    - Ensure proper follow-up with administrative and personnel tasks to maintain smooth HR operations.

### **Key Highlights:**

- Developed the Employment Policy of our new branch in **KSA**
- Collaborated with Cross-Functional teams to revamp **talent programs** across entire DMG | Mountain View Group
- Played Key role in updating the **grading structure** across the group
- Led the development of comprehensive **manpower planning strategy**, aligning the company's workforce

requirements with its business goals and objectives, and ensuring that the right talent is available at the right time to support the Organization's growth and success

- Conducted **Span of Control** analysis to evaluate and optimize the distribution of workload and responsibilities among managers and employees, to improve productivity and better resource allocation and enhance employee engagement

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## **HR AND ADMINISTRATION MANAGER**

**SAMCO NATIONAL CONSTRUCTION (Construction/Ready-mix/Asphalt Production) 12/2015 – 10/2022**  
**Reporting to CEO**

### **Key Responsibilities:**

#### **1. Policy Development:**

- Establish and develop corporate and HR policies and procedures.
- Ensure the employee handbook is up to date and reflective of current organizational policies.
- Monitor the implementation of HR policies to ensure compliance.

#### **2. Human Resources Strategy and Planning:**

- Develop HR strategies to align with the business strategy.
- Prepare annual HR and administration plans and oversee their execution.

#### **3. Talent Management:**

- Lead, direct, and develop a team of 40+ HR professionals.
- Oversee and manage the hiring process.
- Maintain staff efficiency by establishing appropriate recruitment, hiring, and onboarding plans.
- Develop employer branding strategies, including establishing career pages on social media and designing new recruitment ads.

#### **4. Performance Management:**

- Oversee the implementation of performance reviews to track employee performance.

#### **5. Training and Development:**

- Oversee the implementation of the annual approved training plan, including technical and soft skills training.

#### **6. Compensation and Benefits:**

- Conduct annual salary surveys and develop, analyze, and update the company salary budget.
- Implement compensation and benefits plans.
- Develop and maintain a grading structure to ensure fair and consistent compensation practices.
- Select and manage employee benefits programs.
- Sign social insurance documents, contract renewals, HR letters, medical insurance contracts, premium card agreements, and offer letters.

#### **7. Employee Relations and Retention:**

- Maintain an "open door" policy to encourage employee communications and resolution of issues.
- Liaise between management and employees to deliver conflict resolution, alleviate problems, and interpret compensation and benefits policies.
- Oversee employee disciplinary meetings, terminations, and investigations.
- Oversee exit interviews and analyze data to maintain talent retention.
- Facilitate and strengthen communication between employees and management.
- Guide managers and employees on problem-solving, dispute resolution, regulatory compliance, and litigation avoidance.
- Enhance company culture to keep employees informed and motivated.

#### **8. Compliance and Reporting:**

- Ensure legal compliance with all HR-related laws and regulations.
- Track and report HR metrics to identify trends and establish goals to meet business needs.

- Maintain accurate, periodical, and up-to-date HR analysis reports (e.g., turnover, people cost, promotions, predictive analysis).

**9. Administrative and Documentation Duties:**

- Supervise office support staff and manage procurement.
- Coordinate accommodations and transportation for employees.
- Maintain office facilities, supplies, and maintenance.
- Coordinate events such as annual management meetings, Ramadan Iftar gatherings, and annual team-building events.

**10. Legal and Governmental Relations:**

- Establish relationships with relevant governmental departments.
- Govern the legal department and manage internal investigations.
- Monitor legal department employees' activities.

**11. Organizational Structure and Job Descriptions:**

- Monitor the continuous update of organizational charts in terms of chain of command and efficiency.
- Ensure the accuracy and ongoing update of job descriptions across the company.

**12. Site HR Activities:**

- Manage the implementation of HR activities on sites to enhance the connection with all the company's sites.
- Ensure HR services are efficiently delivered to employees.

**Key Highlights:**

- Established HR department by building the team, Forms, Databases, Drafted and implemented policies, procedures and Employee handbook and HR Manual
- Played pivotal role in growing company from 400 personnel to over 3000 employees
- Designed & Delivered PMS Training Program for all Department Heads/PMs to help them understand and implement new Performance Appraisal Method (MBO)
- Designed Salary Structure
- Launched internal skills, Leadership and Team Building Programs.
- Recruited key leadership positions to strengthen management team.

**HR SENIOR SPECIALIST**

**GERMAN MEDICAL SOLUTIONS GROUP (HEALTHCARE ENGINEERING)  
(VITAL KONZEPT, MTI, GMS "INTEGROMED NOW")**

**03/2014 – 11/2015**

**Reporting To HR Manager**

**HR GENERALIST**

**VAS SOLUTIONS (OUTSOURCING COMPANY)**

**04/2011 – 03/2014**

**Reporting to General Manager**

**HR GENERALIST**

**OMSI (U-PVC WINDOWS & DOORS)**

**08/2009 – 03/2011**

**Reporting to Managing Director**

**SENIOR RECRUITMENT SPECIALIST**

**JOB ALERT (RECRUITMENT AGENCY)**

**04/2007 – 08/2009**

**Reporting to Managing Director**

**EDUCATION**

**Master of Business Administration**

IBSS (The International Business School of Scandinavia)

**12/2020**

**Bachelor of Science in Commerce (Accounting – English Section)**

Ain Shams University

**05/2005**

## TRAINING & CERTIFICATIONS

<b>Professional Diploma in Accounting - YAT</b>	<b>2007</b>
<b>HR Diploma - YAT</b>	<b>2009</b>
<b>Leadership Skills Workshop - NEW HORIZONS</b>	<b>2009</b>
<b>Time Management Workshop – Bplus</b>	<b>2010</b>
<b>Internal Auditor ISO 9001:2001 – TUV</b>	<b>2014</b>
<b>PHRI Preparation Course - HPA</b>	<b>2018</b>
<b>HR Budgeting – Career Lounge</b>	<b>Aug - 2024</b>
<b>HR Agile Transformation – DMG Academy</b>	<b>Oct - 2024</b>
<ul style="list-style-type: none"><li>▪ Teal</li><li>▪ Agile history &amp; definition</li><li>▪ Teams</li><li>▪ Lean</li><li>▪ Little’s Law</li><li>▪ Task Switching</li><li>▪ References</li><li>▪ SCRUM</li><li>▪ User Stories</li><li>▪ Estimation</li></ul>	
<b>Organization Restructuring Consultant Certification – Career Lounge</b>	<b>Jan - 2024</b>
<ul style="list-style-type: none"><li>▪ Organization Design</li><li>▪ Job Evaluation &amp; Structure</li><li>▪ Headcount Optimization</li></ul>	
<b>Transforming Self Workshop – DMG Academy</b>	<b>Jan – 2024</b>
<ul style="list-style-type: none"><li>▪ Adaptive leadership and Intentions</li><li>▪ Listening to the system (Barret Values Centre, Personal Values Assessment)</li><li>▪ Challenging our Assumptions</li><li>▪ Emergence</li><li>▪ Breakthrough Possibilities</li><li>▪ Purposeful Action</li></ul>	
<b>Power BI Workshop – DMG Academy</b>	<b>Dec. – 2023</b>

## LANGUAGE & INTERPERSONAL SKILLS

- English: Excellent
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills. Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.

## ADDITIONAL INFORMATION

- Marital Status: Married
- Birth Date: 05/08/1984