

Manar El Saeed Shawareb

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Career Objective:

I am always aspiring for more throughout my career. Reaching higher heights, and bigger things with regards to HR Management and People Development will always be my main career objective. To do this, my learning curve never stops, as I don't miss any opportunity to enhance my skills and knowledge as well as developing my People Orientation skills.

Education:



Doctorate Of Business Administration

(DBA), AAST October 2017

Major:

Entrepreneurship

Cumulative GPA:

3.84 (Excellent)

Master Of Business Administration

(MBA), AAST March 2014

Major: General

Cumulative GPA: 3.92 (Excellent)



Bachelor's in commerce, Suez Canal University, June 2009.

Major: Accounting

Cumulative GPA: 71% (Good)



Trainer Of Trainers (TOT)

Diploma, HPA March 2020

High School Diploma, Dar El Tarbiah Language School, 2005

Work Experience:



HR- Senior Human Resources Manager, T&C Garments Company (October 2025 – Present)

- Lead the HR function for a large-scale manufacturing organization with a headcount of +7,300 employees.
- Responsible for designing and executing HR strategies that align with business goals, driving digital transformation, and fostering a high-performance culture.
- Formulate and execute comprehensive HR strategies and full-year plans to support the company's expansion and operational objectives.
- Structure and implementation of company-wide HR policies, internal instructions, and Standard Operating Procedures (SOPs) to ensure compliance and standardization across all departments.
- Conduct extensive job analysis and updated job descriptions for all departments to ensure role clarity and organizational efficiency.
- Spearhead the digital transformation of the HR department by successfully launching a new ERP system, automating core HR processes to increase accuracy and reduce manual workload.
- Design and launch a new Performance Management System (PMS) inclusive of a Performance Appraisal Matrix, linking individual KPIs to organizational goals.
- Orchestrate major engagement events to boost morale and retention, including the Yearly Achievement Ceremony and Football Tournaments, and Manage Employee Representative Elections, ensuring a democratic and transparent representation process.
- Launched the "Leadership Excellence Program", a training initiative focused on upskilling managers and developing future leaders within the organization.



HR- Senior Human Capital Manager, Majid Al Futtaim - Retail (October 2018 – October 2025)

- Led the Supermarket people agenda across Egypt – 55 Store with HC 2500 employee in Cairo, Alex, Delta & Red Sea.
- Led Supeco, the huge expansion arm of MAF Retail as their first hard discounter segment in Egypt. The expansion shall land with 20 Store by end of 2024 and around 100 stores in the coming 3 years.
- Led Myli the first cosmetics, health and beauty retail stores in MAF Egypt.
- Led the people Omnichannel transformation across all formats in Egypt
- Crafted the people management strategy for each of the formats Along and designed the roadmap that assures employing all our leavers and success pillars in an effective actionable plan.
- Managed end-to-end HC Processes/Operations for Supermarkets, Supeco and Ecommerce.
- Workforce planning, forecasting & budgeting the annual Full Time/Temporary staff needs
- Initiated and implemented ECE (Employee Career Evolution), Succession Planning, etc.

- Build the Archetypes and right structures across each format / tier.
- Responsible for enhancing EVP for MAF Retail through internship programs, etc....
- Developed a recognition platform for both white & blue collars (SPARK Program), partnering with other countries (including programs' budget).



HR- HR Principal, Samaya Egypt (March 2018 – October 2018)

- Leading the HR team for Samaya Manufacturing Factories in Egypt (3 factories)
- Leading cross-country HRBP projects for Egypt(Talent Development, attendance system, recognition, etc..)
- Managing end to end HR Processes/Operations (Headcount: 900)
- Partnering with Country Manager & Heads for employee related aspects
- Planning & budgeting semi-annual Full Time/Temporary staff needs
- Managing relations with outsource staff providers
- Managing payroll for Egypt (EGP & USD)
- Managing Talent Management activities across
- Launching Samaya School.
- Participating in putting the Engagement plan for Samaya Egypt.
- Leading Talent Acquisition activities
- Partnering with Country Manager & Heads for identifying successors to key positions
- Restructuring the organization to ensure an efficient organization



HR- HR and Compliance Manager, Delta Textiles - Egypt (May 2015 – Feb 2018)

- Playing an HR Manager role for factories across Egypt. (4 sewing factories, knitting factory and dyeing factory in Cairo – 2 sewing factories in Upper Egypt – Menia)
- Directly supervising a team of 16 employee across Egypt.
- Identifying the team's objectives and working on their Performance Evaluations and Development factors
- Following up on HR KPIs (OT, Abs, Turnover, Training, etc..)
- Setting up the HR Strategy and following up on its execution
- Working closely with the CEO to ensure achieving business results through integrating their Strategy with the HR Strategy
- Putting the annual transportation, uniform, training, engagement, Labor and Talent Acquisition budgets.
- Working together with the HODs to identify improvement needs in terms of Organizational Culture, Behavior and Development
- Working together with the HODs to identify saving opportunities and
- initiate saving projects (successfully accomplished a few projects in reducing OT & Labor Costs)
- Deploying my role as HR Lead in order to ensure the smooth execution of the full talent cycle (Development, Assessment, Succession, and Retention)

- Responsible for the full Talent Acquisition process for both Blue & White Collars across.
- Participating with other stakeholders in putting the Engagement plan across the whole organization and ensuring its execution in all sites.
- Leading the Recognition initiative across.
- Resuming my role as an Internal Trainer & Coach
- Overseeing the Technical Coaching & Internal Training Programs.
- Establishing the first training center for new joiners (Delta School), that significantly enhances the efficiency indicators in factories and the turnover in new joiners.

HR- Senior Specialist, Naeem Brokerage - Egypt (October 2009 - March 2015)



NAEEM Brokerage
A Member Of NAEEM Holding

➤ Organizational Development

- Developing the grading structure according to new changes
- Designing functions' structures and new position boxes from scratch
- Initiating the Organizational Effectiveness project to ensure 20% improvement in efficiency and staff cost
- Updating the benefit scheme and salary scale
- Responsible for the Employee Engagement Survey
- Setting up Management Routines for the HR Department
- Following up on the HR department's KPIs
- Contribute to the development of strategies that will help to achieve the organization's mission and core objectives,
- Developing and driving succession planning and talent assessment programs
- Responsible for developing and calculating the engagement budget
- Contribute to developing and implement all necessary policies and procedures to promote effective communication between management and staff.
- Determine performance measurement standards and indicators to achieve goals.

➤ Learning & Development

- Internal Coach (Technical & Career Coach) & Trainer
- Establishing a "Technical Coaching" program
- Responsible for supervising the full training cycle for company personnel across all levels
- Supervising the gap analysis process to identify training needs across the whole organization
- Work together with department heads to put an annual internal/external training plan.
- Develop an internal TOT program
- Identify, coordinate, and organize leadership training for the Senior Managers.

➤ Talent Acquisition (TA)

- Identifying talent needs and developing the resource plan
- Standardizing and controlling the TA process, developing the team skills and appointing new right calibers to align with the organization objectives.
- Set the TA annual Plan and Budget
- Supervising the implementation of the full talent acquisition cycle
- Managing talent acquisition activities
- Negotiating offers with chosen candidates
- Developing and following up on the probationary review cycle
- Establish a summer trainee program by forming partnerships with different universities
- Putting an employee branding plan and supervising its implementation
- Assist in completing market salary survey in similar companies
- Create effective cooperation with recruitment sources.
- Represent company in Job fairs.
- Ensure Conducting orientation program for newly hired candidates.
- Analyze employees' turnover reasons to decrease labors resignations.
- Create a full database for recruitment sources & applications.
- Managing the recruitment process to meet the company objectives.
- Building a database of resumes that support recruitment process
- Manage relationships with recruitment agencies.
- Develop and elaborate pre-employment tests (English & IQ) that contribute to better selection.
- Responsible for the overall evaluation of candidates.

➤ Personal

- Creates, maintains and updates personnel files in complying with Labor law.
- Supervise, follow up and coordinate with colleagues who deal with governmental external offices such as Labor, Social insurance offices, etc...
- Supervise handling all related staff social insurance procedures and issue regular reports.
- Creates, maintains and updates staff records on the HRIS (HITS System).
- Following up and supervising leave policies, calculating leave balance, carrying on vacation and leave forms, preparing vacation settlements for separations.
- Follow up and supervise of handling medical insurance files
- Follow up and supervise staff attendance and absences database records to update absence database and report staff absence to payroll team and /or line managers as appropriate
- Preparation and coordination of company monthly & annual meeting and employee courses as well either it was inside company or outside.
- Making in/Exit interviews.
- Good knowledge of labor law, social insurance and other laws related to employees.

➤ Payroll and Compensation & Benefits

- Supervising the attendance system to ensure daily accuracy of attendance and absenteeism
- Computing the salaries and insuring application of all incomes and deductions in compliance of labor, social insurance laws as well as company's approved policies.
- Revising Salary effects on monthly basis to insure correctness of salary calculations.
- Generating payroll reports for payment and analysis.
- Providing orientation of approved policies to all company's departments to ensure full understanding of the policies prior to implementation.
- Contributing to preparation of Comp. & Ben policies.
- Benefits budgeting and analysis of compensation and benefits
- Preparing legal payment reports such as social insurance and manpower

Skills:

- A track record of Management skills
 - A track record of Project Leadership skills
 - People oriented
 - Able to communicate smoothly and effectively with all levels in an organization (blue collars, staff, and management)
 - Always seeking my own personal development (researcher and learner)
 - Strong observation and analytical skills
 - Able to train and coach (TOT diploma holder & Certified Coach)
 - Proficient user of main MS Office Apps (Word, Excel, PowerPoint)
 - Proficient user of Power BI
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Language Skills:

- Arabic: Native
- English: Fluent Written & Spoken