



## **Ali Abd EL-Malik Ali Rabie**

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**Address:** Cairo, Egypt

### **EDUCATION**

**2024:2026: MBA (AAST)**

**2023:2024: Diploma in TOT (AAST)**

**2019:2021: Diploma in Human Resources Management (AAST)**

**2014:2015: Diploma in Private Law (Tanta University)**

**2006:2009: Bachelor of Laws (Tanta University)**

### **PROFESSIONAL SUMMARY**

Results-driven Human Resources Manager with more than 13 years of experience leading HR functions across media production, energy, digital marketing, healthcare, and manufacturing industries. Specialized in HR strategy, workforce planning, recruitment & selection, performance management systems, training & development, organizational development (OD), compensation & benefits, and labor law compliance. Strong HR Business Partner with proven ability to support executive leadership, improve employee performance, and drive organizational growth in fast-paced environments

### **CORE HR COMPETENCES**

HR Strategy & Planning | Manpower Planning & Workforce Forecasting | Recruitment & Talent Acquisition | Performance Management Systems (KPIs & Appraisals) | Training Needs Analysis & Training Plans | Organizational Development (OD) | Compensation & Benefits | Payroll Management | Employee Relations | Labor Law Compliance | HR Policies & Procedures | HR Analytics & Reporting | Employee Engagement | Succession Planning | Health & Safety

### **PROFESSIONAL EXPERIENCE**

**(1) Title: HR & Administration Manager**

**Place: DIMENSION GROUP for Media Production MP (100 to 200)**

**Experience: From AUG 2024 till now**

**. Job Responsibilities:**

-Lead the development and execution of HR strategies align with the media production business objectives.

-Manage end-to-end recruitment and talent acquisition processes for creative, technical, and administrative roles.

-Prepare annual manpower plans and workforce forecasts to meet production peaks and business needs.

-Identify training needs, design annual training plans, and manage budgets to enhance the team's creative and technical skills.

- Develop and manage performance management systems, including KPIs and appraisal cycles, tailor for a fast-pace environment.
- Support talent management, succession planning, and career development initiatives for top-performing staff.
- Manage compensation structures, payroll processing, and employee benefits programs.
- Ensure full compliance with Egyptian labor laws, internal policies, and company regulations.
- Prepare HR dashboards and analytical reports to support senior management in strategic decision-making.
- Direct administrative operations, including facility management, office security, and vendor relationships.
- Promote employee engagement and foster a healthy, safe, and compliant work environment.

**(2) Title: HR Manager**  
**Place: EIC for Green Energy Solutions MP (200 to 300)**  
**Experience: From JUN 2022 till JUL 2024**

**. Job Responsibilities:**

- Led the development and execution of HR strategies aligned with overall business objectives.
- Managed end-to-end recruitment and talent acquisition processes for technical, administrative, and managerial roles.
- Prepared annual manpower plans and workforce forecasts based on business needs.
- Identified training needs, designed annual training plans, managed training budgets, and evaluated training ROI.
- Developed, implemented, and managed performance management systems including KPIs and appraisal cycles.
- Supported talent management, succession planning, and employee development initiatives.
- Managed compensation structures, payroll, benefits, and rewards programs.
- Ensured full compliance with Egyptian labor law, internal policies, and company regulations.
- Prepared HR dashboards, metrics, and analytical reports for senior management decision-making.
- Promoted employee engagement, motivation, and a healthy, safe, and compliant work environment.

**(3) Title: HR Manager**  
**Place: ADVERTIZER Agency for Digital Marketing MP (50 to 100)**  
**Experience: From JUN 2018 till MAY 2022**

**. Job Responsibilities:**

- Developed and implemented HR strategies to support rapid organizational growth.

- Created annual manpower plans and managed workforce gaps.
- Led recruitment, onboarding, and probation evaluation processes.
- Implemented performance management systems and employee evaluation frameworks.
- Designed and maintained compensation and benefits structures.
- Acted as HR advisor to senior management on organizational structure and workforce optimization.
- Delivered HR reports and analytics to support executive decisions.
- Improved employee engagement and retention initiatives.

**(4)Title: Senior HR Generalist**

**Place: DAR EL QAMAH Hospital MP (400 to 500)**

**Experience: From MAR 2016 to MAY 2018**

**. Job Responsibilities:**

- Conducted recruitment interviews and managed hiring for medical and non-medical staff.
- Assessed training needs and coordinated internal and external training programs.
- Handled employee relations, grievances, and disciplinary actions.
- Supported organizational development initiatives and manpower planning.
- Ensured compliance with healthcare regulations, labor law, and workplace safety standards.
- Coordinated performance evaluations and HR documentation processes.

**(5)Title: HR Generalist**

**Place: EL RAFEY for Food Industries MP (400 to 500)**

**Experience: From JAN 2013 to FEB 2016)**

**. Job Responsibilities:**

- Managed recruitment and hiring for factory and administrative positions.
- Processed payroll, attendance, and personnel records.
- Conducted disciplinary actions and internal investigations.
- Updated HR policies, procedures, and employee files.
- Supported daily HR operations and ensured labor law compliance.

**(6)Title: Lawyer in first instance**

**Place: Tanta (private Law Firm)**

**Experience: From DEC 2010 to DEC 2012**

**. Job Responsibilities:**

- Handled labor and private law cases.
- Drafted contracts, legal documents, and provided legal consultations.
- Represented clients before first instance courts.

**COURSES**

-HR, Soft Skills, English

**COMPUTER COURSES**

- MS Office Suite, International Computer Driving License, HRIS

**LANGUAGE**

-Arabic: Mother tongue, English: Very Good (spoken and written).

**PERSONAL DATA**

Nationality: Egyptian

Marital Status : Married

Military Status: Done

Date of Birth: 1-JUN-1988

Driving License: Valid

**Thanks for your time**