



**Sayed Atia**



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## **Professional Summary**

With over **15 years** of comprehensive experience across diverse industries, I possess a proven track record in designing and implementing effective HR strategies, building HR infrastructures from the ground up, and driving organizational development initiatives. My expertise includes workforce planning, policy formulation, performance management, talent acquisition, compensation and benefits administration, HRIS implementation, and ensuring full compliance with labor laws.

I have successfully contributed to HR functions in a variety of sectors including:

- Industrial manufacturing
- Global medical device agencies
- Large-scale retail and home appliances operations with over 80 branches
- Agriculture, poultry, and livestock
- Real estate development and construction industries

Known for strong leadership, strategic thinking, and problem-solving abilities, I am committed to cultivating high-performance, engaging, and legally compliant workplace environments that align with business goals.

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## **Professional Experience**

**HR Manager**  
**NEISCO for Modern Water Systems Production**  
November 2019 – April 2025

### **Summary of Expertise**

- Led all HR functions including recruitment, training, compensation, HRIS, and OD.
- Achieved 7% employee turnover rate over 4 years through effective retention strategies.
- Successfully filled 200+ roles, enhancing organizational talent.
- Directed onboarding, performance management, and career development.
- Managed payroll, benefits, and labor dispute resolution.
- Ensured legal compliance and handled audit documentation.
- Supported HR budgeting, workforce planning, and reporting.

### **Key Responsibilities**

#### **Personnel Affairs**

- Supervised employee files, attendance, and leave management to ensure compliance with labor laws.
- Oversaw hiring documentation, contracts, renewals, and employee exits.
- Monitored social insurance processing, labor office coordination, and government portal submissions.
- Ensured adherence to legal requirements and internal HR policies.

## **Recruitment & Onboarding**

- Directed manpower planning and job advertisement preparations.
- Supervised candidate screening, interviews, and selection across departments.
- Led onboarding and orientation programs to integrate new hires effectively.
- Maintained recruitment reporting and talent pipeline databases.

## **Compensation & Benefits**

- Oversaw monthly payroll processing, including deductions, bonuses, and overtime.
- Managed benefits administration such as medical insurance and allowances.
- Coordinated with Finance to guarantee timely salary payments.
- Conducted annual salary reviews and market benchmarking.

## **Training & Development**

- Identified training needs via performance reviews and skills assessments.
- Organized and evaluated internal and external training programs.
- Supported employee career development and succession planning.

## **Performance Management**

- Implemented performance appraisal cycles and evaluation timelines.
- Collaborated with department heads on KPI definition and performance standards.
- Linked appraisal outcomes to promotions, rewards, and development plans.
- Managed performance improvement processes.
- HR Policies & Compliance
- Developed and updated HR policies and employee handbooks.
- Ensured compliance with Egyptian labor laws and company regulations.

## **Organization Development**

- Developed and implemented the group's new organizational structure, including organizational charts, unit descriptions, job descriptions, key performance indicators, and strategic objectives.
- Planned and managed short- and long-term organizational development programs to support business objectives.
- Designed and managed the talent management and succession planning approach, ensuring alignment with business needs through effective stakeholder coordination.
- Established and maintained the job evaluation system; provided expert advice on job design, job descriptions, and appropriate job classification.

## **HR Manager**

### **Shatat Group (Horizon for Medical Appliances)**

March 2013 – October 2019

- Managed and worked hands-on across all core HR departments including Personnel Affairs, Recruitment, Compensation & Benefits, Private Medical Insurance, and Training & Development, gaining extensive cross-functional experience.
- Managed and oversaw all HR functions including recruitment, training and development, compensation and benefits, employee relations, HRIS, performance management, legal compliance, and administration — demonstrating comprehensive expertise across the entire HR spectrum.
- Led strategic HR initiatives aligned with company goals including policy development, performance management, and organizational restructuring.
- Managed HRIS systems, employee data integrity, and reporting.
- Oversaw recruitment, onboarding, and orientation programs.
- Directed training, development, and career path planning.
- Handled compensation structures, payroll administration, and benefits benchmarking.
- Ensured legal compliance, resolved disputes, and participated in labor tribunal cases.
- Managed HR budgeting, forecasting, and financial coordination.

## **HR Section Head**

### **Anwal United Trading Co.**

July 2007 – February 2013

- Led and managed all core HR functions including Recruitment, Personnel Affairs, Social Insurance, Private Medical Insurance, and Organizational Development.
- Directed recruitment efforts and maintained job architecture.
- Drafted policies, job descriptions, and internal procedures.
- Coordinated training programs and tracked HR projects.
- Supported payroll and personnel administration functions.

## **HR Specialist**

### **Art Leather Trade Company**

March 2000 – June 2007

- Managed employee attendance records, leave management (vacation, sick leave, unpaid leave), and ensured accurate reporting to payroll.
- Administered employee contracts, renewals, promotions, warnings, and disciplinary actions with proper documentation.
- Supported the onboarding process by preparing employee files, contracts, and orientation programs.
- Handled employee exits including clearance procedures and exit interviews.
- Acted as first point of contact for employee inquiries related to HR policies, benefits, and company procedures.
- Maintained compliance with labor laws and company regulations.
- Coordinated with payroll to ensure accurate and timely salary payments.
- Assisted in resolving employee conflicts and grievances in coordination with management.
- Updated and organized confidential personnel files and HR records.

## **Education**

- Bachelor of Laws (LL.B), Cairo University, 1998
  - Practical HR Diploma, Governors Training & Consulting, 2013
  - HR Management & Metrics, Governors Training & Consulting, 2012
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## **Languages**

- Arabic: Native
  - English: Good (Reading, Writing & Speaking)
  - French: Fair
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## **Computer Skills**

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
  - Internet and email proficiency
  - HRIS systems familiarity
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## **Core Skills**

- Strategic HR Planning
- Performance Management
- Talent Acquisition & Retention
- Compensation & Benefits
- Legal Compliance & Labor Law
- Budgeting & Cost Control
- HR Policies & SOP Development
- Employee Relations
- Leadership & Team Building
- Analytical & Problem Solving