

Islam Ashraf Saad Mahmoud Bassiouni

Senior Global Talent Acquisition & OD Specialist | HR Operations, Personnel & Labor Law | Performance Management system | Employee Engagement & Data Analysis | SHRM-SPHRI & CBI | ERP & HRIS User

Personal Information

HR.Islam.Bassiouni@Outlook.com | 01030764788 - 01500123283 | Cairo – Egypt | [linkedin.com/in/islam-ashraf-saad](https://www.linkedin.com/in/islam-ashraf-saad)

Professional Summary

Senior HR professional with a **Legal Postgraduate background**, specializing in **scaling international teams** and leading **HR Digital Transformations (ERP/HRIS)**. Expert in bridging the gap between **Labor Law compliance** and **Organizational Development (OD)** through **KPI-driven Performance Management**. Committed to optimizing the **employee lifecycle** using **CBI methodologies** and **SHRM-aligned standards** to drive data-backed organizational excellence.

EXPERIENCE

Senior Talent Acquisition & OD Specialist | AlGharieb General Contracting May 2025 – Present

- **Organizational Development:** Spearheaded a full-scale restructuring, including the design of optimized Org Charts, Workflows, and comprehensive Job Descriptions.
- **Digital Transformation:** Achieved 100% digitization of employee records and automated payroll processing via ERP, eliminating manual paperwork.
- **Recruitment Optimization:** Managed full-cycle recruitment, achieving a 25% reduction in Time-to-Hire and a 90% offer acceptance rate.
- **Operations & Compliance:** Controlled payroll variables (Mutat) and attendance with a 99% accuracy rate, ensuring 100% compliance with Egyptian Labor Law.

HR Generalist | El Radwan General Contracting Aug 2024 – Apr 2025

- **Global Mobilization:** Directed global recruitment and mobilization logistics for strategic projects in Libya, ensuring legal and operational readiness.
- **Efficiency Enhancement:** Digitized personnel filing systems, resulting in a 40% reduction in document retrieval time.
- **Performance Management:** Developed and implemented a departmental KPI framework and a structured performance appraisal system.
- **ATS Implementation:** Boosted candidate screening efficiency by 25% through the strategic use of ATS filtering.

Talent Acquisition Specialist | B.Laban May 2023 – Jul 2024

- **Expansion Hiring:** Managed high-volume recruitment for global expansion, closing critical roles across international branches.
- **Tech Integration:** Automated the recruitment lifecycle using ATS, streamlining the process from sourcing to hire.
- **Employee Lifecycle:** Overseeing the end-to-end employee journey, ensuring seamless onboarding and professional offboarding processes.

Talent Acquisition Consultant (RPO) | The Hires Lab Jan 2023 – May 2023

- Cross-Industry Sourcing: Delivered RPO services across multiple sectors, building robust talent pipelines via multi-channel sourcing.
- Performance Metrics: Utilized recruitment KPIs to drive a 18% increase in team productivity.

Corporate Lawyer Oct 2019 – Jan 2023 (Concurrent with LL.B Studies)

- Legal Advocacy: Practiced as a freelance lawyer alongside university studies, gaining early hands-on experience in Labor Law, Corporate Documentation, and Dispute Resolution.
- Contract Management: Drafted and reviewed various legal agreements, ensuring full protection of interests and compliance with local regulations.

EDUCATION

- Postgraduate Diploma in Public Law | Cairo University | 2023 – 2024
- Bachelor of Law (LL.B) | Cairo University | 2019 – 2023

Courses & Certificates

- Senior Professional in Human Resources – International (SPHRi®) AUC - School of Business | In Progress
- Occupational Safety and Health (OSHA) Certification | 2025
- Human Resources Diploma (1st Semester) | AUC – School of Business | 2025
- Competency-Based Interviewing (CBI) Certificate | 2025
- Human Resources Diploma & Workshops | Leaders for Consulting & Training | 2024

SKILLS

HR & Recruitment:

Full-cycle recruitment | Talent sourcing & interviewing | Job posting & market research | Resume screening & candidate selection | Employee onboarding & offboarding | ATS & HRMS proficiency | Employee evaluation & performance tracking | Manpower planning & HR reporting

Personnel & Payroll:

Personnel administration | Employee records management | Social & medical insurance procedures (Forms 1, 2, 6) | Payroll processing | Salary calculation, deductions & allowances | Tax & social insurance compliance

Performance & Compensation:

KPI implementation | Performance appraisal systems | Compensation & benefits administration | Incentives & reward programs | Employee engagement initiatives

Legal & Administrative:

Employment contract drafting | Legal consultations & corporate compliance | Labor law & dispute resolution | Drafting HR memos & disciplinary actions | Administrative procedures & employee relations

Technical & Soft Skills:

ERP Systems (HR Modules) | MS Office (Excel – Word – PowerPoint) | Strong communication & problem-solving | Attention to detail | Organizational & multitasking skills