

Aya Mohamed Elhabashey MBA

SR HR Generalist

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Career Profile:

- HR Partner with 6+ years of regional experience across Egypt, Kuwait, Qatar, and KSA, specializing in Payroll Management, Social Insurance, and Talent Acquisition. Proven expertise in managing end-to-end payroll cycles, ensuring compliance with local labor laws, administering benefits and social insurance programs, and maintaining accurate HR records
- Skilled in driving full recruitment processes — from sourcing and screening to onboarding — while optimizing HR operations through automation and data-driven systems. Adept at aligning HR practices with business objectives, enhancing operational efficiency, and fostering a transparent and compliant workplace culture that supports employee engagement and retention

Education & Professional Certificates

- **Master of Business Administration (MBA)** in Auo Academy, **(in progress)**.
- Professional in Human Resources— International \ Diploma - **(HRCI)** 2021.
- Postgraduate studies in Ancient Egyptian Archeology (2014 - 2016).
- Bachelor's degree in Archeology, Faculty of Arts, Mansoura University (2013) **“Very Good”**.

Areas of Expertise include:

- Recruitment and Executive Search
- Orientation and On-Boarding
- Training Delivery
- Competency Based Interviews
- Training and Development
- Employee Engagement
- Career Development Training
- Employee Development Planning
- Performance Management
- Policies and procedures
- Payroll, personnel
- Presentation Tools

Career Progress

SR HR Generalist • AIM Group • Sep /2025 till Now

<https://www.linkedin.com/company/aim-group4/>

“Provided comprehensive support to subsidiary companies **Retail** “

Key Achievements:

Talent Acquisition & Workforce Planning:

- Designed and implemented performance management systems aligned with organizational goals.
- Built a strong talent pipeline and improved time-to-fill and candidate experience, boosting the quality of hires.
- Supported organizational restructuring and workforce planning initiatives to improve efficiency.
- Conducted training needs analyses (TNA) and developed employee learning and development programs.
- Led employee engagement and change management projects to strengthen organizational culture
- Supported HR budget planning and provided leadership with recruitment for decision-making.

Organizational Development (OD):

- Developed HR and OD policies, frameworks, and processes in line with best practices.
- Collaborated with managers to update and standardize 50+ job descriptions and specifications.
- Maintained an up-to-date organizational structure, reflecting promotions, new joiners, and role changes accurately.
- Redesigned the exit interview process with improved questions, enhancing the quality of offboarding feedback and turnover analysis.
- Implemented a new payroll structure aligned with company policies and labor regulations.
- Managed personnel affairs including employee records, contracts, attendance, and social, Medical insurance.

SR HR Generalist • Yousry Group • Des/2023 till Aug /2025

<https://www.linkedin.com/company/yousry-group/>

“Provided comprehensive support to subsidiary companies **Retail , Digital Marketing, Education field and construction** , including **Media factory world, Easy cook, Gulf academy , and yousry constructions**, ensuring efficient operations and seamless delivery”.

Key Achievements:

Talent Acquisition & Workforce Planning

- Implemented a Competency Model for core behavioral competencies, supporting alignment across the hiring process.
- Collaborated with managers to update and standardize 150+ job descriptions and specifications.
- Developed a detailed Recruitment SOP and established measurable KPIs for the recruitment team, enhancing consistency and tracking performance.
- Designed and implemented performance management systems aligned with organizational goals.
- Built a strong talent pipeline and improved time-to-fill and candidate experience, boosting the quality of hires.
- Supported organizational restructuring and workforce planning initiatives to improve efficiency.
- Conducted training needs analyses (TNA) and developed employee learning and development programs.
- Led employee engagement and change management projects to strengthen organizational culture
- **Organizational Development (OD):**
- Developed HR and OD policies, frameworks, and processes in line with best practices.
- Supported HR budget planning and provided leadership with recruitment for decision-making.
- Implemented a new payroll structure aligned with company policies and labor regulations.
- Managed personnel affairs including employee records, contracts, attendance, and social, Medical insurance.
- Successfully recruited 100+ qualified candidates across Egypt , Kuwait , Qatar and KSA within one year, meeting urgent project deadlines and business needs.

HR Specialist • IBS Gate “Advertising” • Sep /2022 till Nov 2023

<https://www.linkedin.com/company/ibs-gate/> /

HR Specialist& operation supervisor • Leaders group “Advertising” • Mar /2020 till Aug 2022

<https://www.linkedin.com/company/leaders4adv/>

Courses

- Successfully attended Management workshop Duration 10hrs 2024
- Successfully attended finance workshop Duration 10hrs 2024
- Successfully attended personnel workshop Duration 10hrs 2021.
- HR Management Process Workshop career launch 2021.
- Human Resources Management workshop at Winners for Training & Development. (November 2022).
- "Recruitment workshop". (2020).
- Human Resources Management, CIPD. (Future Learn by British Council)
- Understanding Modern Business and Organisations, University of Strathclyde. (Future Learn by British Council).
- People Management Skills, CIPD. (Future Learn by British Council)
- Communicating with Diverse Audiences, University of Surry. (Future Learn by British Council) ▪ Human Resources Principles.
- From an idea to an introduction company in entrepreneurship (Edraak site).
- Human resource management course (M3aarf site).

Skills

Computer Skills:

- Super User of **Odoo system & ERP** system.
- Excellent Knowledge of **MS Office** (Excel – PowerPoint – Word – Outlook).

Technical HR Tools

- Recruitment Campaign Management - Onboarding & Orientation Program Design.
- HR Metrics & Dashboard Reporting - Talent Pipeline Development & Executive Search.
- Competency-Based Interviewing (CBI).

Language Skills:

- **Arabic:** Mother’s tongue.
- **English:** Excellent command of both spoken & written.

Interpersonal Skills:

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| • Strategic Thinking & Problem-Solving | • Collaboration & Teamwork | • Adaptability & Resilience |
| • Emotional Intelligence & Empathy | • Time Management | • Influential Communication |
| • Diversity Awareness | • Relationship Building | • Networking & Relationship Building |