

Abdel-Moneem Mohamed Said

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Objective:

Looking for Human Resources Director position in a reputable organization to utilize my skills and to apply my 19 years HR field experience in variety activities – manufacturing, commercial and services – and different cultures. I have had the opportunity to work as a part of large HR team and as a HR team leader.

Experience Record:

2017 to current AL-Kawther international- commercial/ HR consultant and free lancer

2016 to 2017 Distance Studio Consultants (DSC) – Architectural and engineering consultancy/ Human Resources Manager.

2014 to 2014 City Glass (CG) – industrial, Table’s glassware Manufacturer/ Human Resources Manager.

2009 to 2014 Badawy Group (Beeco) – industrial, Hydraulic & Sheet Metal engineering/ Human Resources Manager.

2005 to 2008 SPACE TOON- Egypt (AL-Kawther Co.) commercial/ Executive & Admin. Manager.

Job summary: Assessing the current system and procedures and develop the job analysis, description, HR planning. Reorganizing and creating system and subsystem that supporting business and activities, Utilizing my good knowledge and experiences in finance to enhance reporting system and budgeting, Assisting the chairman in directing the organization by developing departments and business units.

2000 to 2005 BEL EGYPT (La vache qui rit) multinational – Food industries. / Human Resources Manager.

Job summary: Establish, Develop and implement HR related policies and procedures Ensure that policies aligning with organization’s strategic objectives and comply with regulation and law. Direct, coordinate and perform human resources management. Reporting directly to both managing director-Egypt (administratively) and HR group director-France (functionally).

**1987 to 2000 RIYADH HOUSE (AL- JERAISY) KSA. Commercial/
a) Personnel Manager, HR & Admin. Manager (1993 to
2000).**

Job summary: Effective member of organization comity to establish group policies and procedures and got the lead to implement these policies and procedures in 3 provinces out of 4 provinces to be fully integrated with group standers and leading the change with my team.

b) Accounting Manager (1987 to 1993).

Job summary: Managed and led the accounts team with respect the standers, procedures and timeframe to generate the financial reports and financial statement with analytical and propose the corrective actions to the finance manager and the top management.

Main duties and responsibilities as HR Manager:

- 1 Built the HR strategies aligning with company's vision, mission, objectives and company strategy, Established HR policies and procedures as a stage and their implementation and integration with the general policies of the group.
- 2 Trained the organization on the Company new rules, principles and values and assess regularly the understanding of the implementation of these company principles, with corrective actions if needed, respond to inquiries regarding policies, procedures, and programs.
- 3 Analyzed and carried out manpower planning between demand and supply to fulfill the gap with the desired competences by using the proper recruitment's method and determined the alternatives.
- 4 Ensured that full respecting to the hiring & recruitment policy and procedure to fill any vacancy with the right candidate possessing the appropriate set of soft and functional skills to the right position in an agreed lead time.
- 5 Managed the 1st. interview for the short listed candidates to provide an appropriate expectation to the competency framework (values, core and managerial) those candidates are able to go through the 2nd. Interview (functional or panel).
- 6 Analyzed and determined competitive and fair compensation plan, employee benefits based on benchmarking and company strategy, using job evaluation techniques and salary, benefit surveys.
- 7 Set the principles of performance management and performance appraisal as well to assess the current performance and plan the future.
- 8 Designed and implemented performance system in terms of development and shaping the behavioral and cultural aspects towards corporate objectives.

- 9 Led the Company training & development plan and performing with all departments to define the needs in terms of skills and knowledge, proposed the training package and validated the content with the departments, followed the progress of the training and made evolution of the effectiveness of the training sessions.
- 10 Developed and maintained human resources systems that meet top management information needs by design and develop KPI's and generate reports.
- 11 Administer benefits programs such as life- health insurance, pension plans, vacation, and sick leave and provide with outside suppliers to provide employee services, such as health care and life insurance.
- 12 Planned, reviewed, updated and reached the HR budget regarding the organization needs in terms of wages, benefits, recruiting, training , social activities and operations.
- 13 Met ISO requirements for all the HR tasks and documentations.

Training and Education:

- Time Management & Soft Skills, ZAD.
- Safety Audit, BEL EGYPT (Bel internal training).
- Delegation, BEL EGYPT (Bel internal training).
- Working in Project Mode, CAMPUS- France.
- Six Sigma Champion, (AUC).
- Quality Objectives, (EQE).
- Problem Solving Workshop, BEL EGYPT (Bel internal training).
- Safety Comity Member, (ISI).
- Designing Job Description, (CDCA).
- The Key Management Actions, CAMPUS- France.
- Lotus Notes, (IEEC).
- HR Techniques (CAME).
- Practical Statistics, BUREAU VERITAS.
- Social Insurance (CAME).
- Professional Diploma, Mini. MBA in HR Management (KA).
- Computer Science, Programming Diploma, (AUC).
- B.Sc. Commerce, Tanta University.

Personal:

Date of birth: 6th. Jan, 1964
Marital status: Married, 1 Daughter (22 Y)

Interests:

Reading, Hunting and Fishing