

## **Dina Akram Sayed**

Northeast Cairo, Egypt

### **Professional Summary**

Operation Human Resources Leader with 10+ years of progressive experience in HR management across FMCG, Retail, Distribution, Marketing sectors, F&B, Cosmetics and E-commerce platform.

I Work has been done in multiple and different fields.

Proven expertise in building HR structures from scratch, workforce planning, payroll & compliance management, talent acquisition, performance systems, and compensation strategy. Strong business-oriented HR professional aligning HR strategy with organizational growth and operational efficiency.

### **Core Competencies**

- 40 % of HR Strategy .
- 60 % of HR Operating.
- Workforce Planning & Talent Acquisition
- Payroll & Compensation Management
- Labor Law & Social Insurance Compliance
- Training & Development Planning
- Employee Relations & Conflict Resolution
- Policy Development & Implementation
- HR Reporting & Analytics

### **Education**

Bachelor of Arts – Media (Radio & Television), Ain Shams University – 2014

### **Professional Experience**

#### **HR Services Freelancer (2024 – Present)**

Car Distribution – Cosmetics – Retail Sector – Talk shows

- Lead recruitment cycles, payroll management, social & medical insurance processes.
- Designed and implemented organizational structures.
- Established HR documentation cycle and internal HR systems.
- Developed compensation and benefits frameworks.

### **HR Manager (2025 – Present)**

ALYNOR Group (ALYNOR Trade & Distribution | Rich Food F&B 'Wingo' branding | Lokaiii E-Commerce platform)

- develop and implement the human resources strategic plan in alignment with the company overall objective
- prepare and monitor the annual HR budget (salaries, training, recruitment, benefits)
- oversee attendance, leave, payroll and insurance policies Managed payroll, insurance, and full compliance with Egyptian labor law.
- ensure the company compliance with Egyptian labor Law and relevant regulations
- review and approve monthly payroll reports and ensure accuracy prior to disbursement
- supervise the documentation, renewal, and termination of employment contracts in accordance with legal procedures
- develop an annual recruitment plan in coordination with different departments
- supervise recruitment, selection and hiring processes to ensure high quality talent acquisition
- design and enhance performance appraisal systems covering both behavioral competencies and actual performance
- prepare and implement annual training plans based on employee's development needs
- develop motivation, rewards, and employee engagement programs
- foster a positive work environment and promote teamwork, transparency and collaboration
- prepare periodical reports for senior management on HR performance and KPIs
- analyze HR data and propose improvement initiatives to enhance overall organizational performance
- monitor the implementation of internal policies and processes and ensure compliance

### **HR Assistant Director (2020 – 2025)**

United Group (AL Rawad Poultry | UNI Grain | Uni Food 'Nouri' | Uni Farm | Davinci Plasma | Uni Plast)

- Contributing to the development of general strategies for the company.
- Working on establishing the organizational structure of the company.
- Developing a workforce plan and implementing policies and procedures to attract talents and professionals for employment in the company.
- Preparing and submitting periodic reports on employees, such as turnover rates, employee inventories, hiring, and employee incidents.
- Collaborating with insurance offices and labor offices.
- Establishing wage policies (benefits and compensations) and working on of Salaries.
- Serving as a delegate for all service companies and banks.
- Supervising employee affairs procedures.

- Ensuring compliance with labor law and insurance regulations.
- Developing and implementing necessary policies and procedures aimed at identifying and solving employee problems to create a healthy work environment and provide a favorable climate in the company for employees.
- Assisting managers in making necessary decisions regarding their employees concerning violations and disciplinary actions.
- Monitoring employee performance evaluations.
- Providing technical and administrative supervision to supervisors.
- Handling all tasks assigned by Direct Manager and CEO.

**promoted to HR supervisor, SULTAN Pharmacies Chain (2018 – 2020)**

- Contributing to the development of the organization or company's plans and managing human resources.
- Supervising the implementation of the operational plan of the organization and ensuring its legal compliance.
- Participating in identifying and determining the company's staffing needs based on the organizational structure and monitoring recruitment requests.
- Organizing and scheduling the vacation system for each employee.
- Preparing and printing correspondence related to employee affairs and obtaining approval from the HR manager and sending them to relevant parties within or outside the company.
- Develop the recruitment Department.
- Organizing and monitoring all employee-related procedures such as transfers, relocations, hiring, annual increases, bonuses, terminations, and incentives while documenting them accurately.
- Monitoring both regular and confidential transactions for all staff in the organization.
- Dealing with government offices to handle all matters related to labor and employees' welfare.
- Monitoring the annual reports submitted by department heads and taking all necessary measures and procedures.
- Receiving payroll statements and tracking overtime hours for every worker in the company.
- Addressing employee issues, working on their resolution, and providing a report to the department manager on company grievances.
- Adhering to all the terms set by the organization.
- Undertaking any other tasks assigned by the HR manager.

#### **HR Generalist, SULTAN Pharmacies Chain (2017 – 2018)**

- Organizing employment contracts in coordination with the company's management and legal counsel.
- Administrative Tasks: Familiarity with administrative and written procedures and systems such as word processing, file and record management, summarizing and copying, designing forms, and other office procedures and terminology.
- Law and Government: Understanding general laws, approved and applicable laws, judicial procedures, precedents, government regulations, executive orders, agency rules, and democratic political processes.
- Working on the recruitment Department.
- Working on attendance systems and uploading transactions to them.
- Processing and maintaining documents related to employee activities such as recruitment, hiring, training, complaints, performance evaluations, and classifications.
- Recording data about each employee, supervisory reports on performance, service end dates, and reasons for termination.
- Issuing separation forms for departing employees, preparing final settlements, and experience certificates for employees.
- Keeping all departure records for employees updated to ensure all departures are promptly recorded.
- Communicating with relevant employees at the local labor office
- Dealing with external and governmental entities to ensure the institution operates legally and avoids legal violations that could cause major problems hindering the success of the institution.
- Adhering to occupational health and safety standards.

#### **HR Administrative, Teaama Milk office (2014 – 2017)**

- Working on, monitoring Attendance system.
- Supporting Hiring team.
- Responsible for and supervising the following roles: Services Supervisor, , Services Workers.
- Responsible for announcing/informing all employees of administrative decisions after approval and ensuring that all administrative instructions are indeed followed and issuing penalties to violators.
- Holding, preserving, and maintaining licensing, commercial, industrial, and tax registration documents and monitoring the validity and effectiveness of these documents and other government documents necessary for regulating operational conditions.
- Issuing purchase requests for office stationery.
- Handling the payment of company services bills (electricity, telephone, water, etc.).
- Training administrative personnel on their tasks and transferring expertise to them so they are qualified to fill in for vacant positions.

### **Professional Certifications**

- SPHRI – EGY CHAM 4-2026
- Professional Manager Master class – EGY CHAM 5-2026
- Certificate of completing the 14<sup>th</sup> Annual Misr HRIANS conference – EGYCHAM 2026
- 98 % of Advanced Diploma in HCM – SHRM, HRCI, CPD, EGYCHAM 2025
- 96 % of Professional Diploma in HCM – SHRM, HRCI, EGYCHAM 2023

### **Languages**

- English: Very Good
- French: Good (Reading & Writing)

### **Skills**

#### **Computer, AI and Systems skills**

Microsoft Office – ERB System – Nova HR System – AI Websites

#### **Language skills**

- English is very Good
- French is Good Reading, written.

#### **Personnel Skills**

- People oriented.
- Analytical thinking planning.
- Problem Solving, Strong.
- decision maker.
- Leadership, Collaboration.
- Strong Work Ethic Time.
- Social Media Advertising.
- Tolerant, flexible, Persuasive.
- Creative, Innovative.
- Active listening.
- management skills.
- Handling Pressure.

#### **Additional Data**

- Date of birth: 12 / 02 / 1992
- Age: 34 years.
- Marital STATUS: Miss.
- Religion: Muslim.

**Dina Akram Sayed**

Cairo, Egypt