

HR Generalist & Leader

Summary

HR professional with over 2+ years of experience in recruitment, onboarding, employee relations, and HR operations, with a growing focus on Learning and Development. Currently pursuing a Master's degree in Human Resources Management (expected completion 2026, and currently enrolled in the Professional and Advanced HR Diploma programs at EgyCham. Dedicated to fostering employee growth and contributing to organizational success through effective HR and talent development practices.

WORK EXPERIENCE

HR Generalist, Change Agency for Branding	July 2026 - Present
- Currently building the company's HR infrastructure from the ground up, establishing foundational systems and processes to support regional growth. - Bringing a track record of designing an automated HR system, including attendance management, leave policy compliant with Egyptian Labor Law No. 14 of 2025, and compensation, commission structures etc. - Experienced in building centralized HR databases with live reporting dashboards for tracking employee status and key metrics.	
HR Manager, Al Almiya Alhura for Software & Technology Services	Feb 2026- June 2026
- Leading end-to-end HR operations and strategic HR decision-making across 3 branches, Mansoura, Cairo and Saudi Arabia. - Designed and implemented a fully automated HR analytics dashboard covering 130 employees across 14 departments and 3 branches (Mansoura, Cairo, Saudi Arabia), providing real-time insights into payroll costs monthly & annually, average salaries, headcount status, turnover rate, and retention rate, replacing manual records with a structured soft data system. - Converted all HR hard-copy records into a fully digital database for easy access and improved HR efficiency time. - Developed a structured HR coding system to organize employee and departmental data for better tracking and reporting - Fully managed the talent acquisition function, including hiring and training an HR specialist to support recruitment across technical and sales departments. - While managing full daily HR operations, led an urgent high-volume hiring drive that brought 34 employees across 10 job functions onboard within 5 months, including sourcing a complete Backend team of 6 within 3 weeks and placing a Marketing Manager in under a week, all under tight deadlines. Ran simultaneous sales recruitment across Mansoura, Cairo, and Saudi Arabia, and built a ready pipeline of pre-qualified candidates for future needs.	
HR Generalist, TAR for Digital Marketing	Feb 2024 - Jan 2026
- Managed all HR functions independently for 250+ employees across two branches, including talent acquisition, onboarding, employee relations, investigations, attendance, and employee records - Conducted 100+ onboarding sessions, ensuring smooth integration and engagement of new hires - Handled full-cycle talent acquisition beyond hiring, ensuring proper workforce planning and alignment with business needs - Resolved employee issues and conducted internal investigations to maintain a fair and compliant work environment - Supported team expansion and workforce structuring, contributing to improved performance and helping departments consistently achieve and exceed sales and operational targets	
Acquisition Manager, Icon Investments LLC	Aug 2022 - July 2023
Houston-Texas, USA Remote	
- Secured contracts leading to profitable transactions. - Negotiated sale prices, balancing profitability and attractiveness. - Managed daily operations, reviewed contracts, and maintained efficient workflows. - Successfully onboarded and trained new hires, contributing to team growth.	
Lead Generation Manager, Icon Investments LLC	
- Actively listened to customers, providing prompt solutions and ensuring high satisfaction. - Resolved issues efficiently, escalating major concerns when needed. - Consistently exceeded performance goals and customer service expectations.	
Telemarketing Representative, PBS	Aug 2021 - Oct 2021
- Persuasively discussed offerings with inbound callers, enhancing customer interest. - Independently resolved common issues, ensuring prompt and efficient solutions. - Overcame objections using friendly, persuasive strategies, improving conversion rates. - Generated a minimum of 5 new leads daily through targeted cold calling efforts. - Contributed to business growth by consistently expanding the customer base through effective lead generation.	
Private English Tutor	Aug 2020 - July 2021
- Successfully improved students’ reading, writing, and grammar skills across different primary levels up to Grade 6 - Helped students show noticeable progress in school performance and English exam results - Built strong communication and confidence in English for younger learners through personalized teaching methods - Developed tailored lesson plans that matched each student’s learning pace and n	

English Instructor, UK English Academy

July 2020 - Sep 2020

- Provided personalized educational support as a private English tutor, addressing student weaknesses and enhancing academic performance.
- Adapted teaching methods to individual needs, incorporating innovative lessons to boost student engagement and participation.
- Coordinated with parents to discuss progress and implemented individualized strategies for student success.
- Evaluated language proficiency and developed tailored lesson plans as an English instructor, fostering a dynamic and proactive learning environment.

EDUCATION

- **MBA in Human Resources - Faculty of Commerce, English Section**
Mansoura University (In Progress, 2022 - 2026)
- **Bachelor’s of Commerce in General Management - Faculty of Commerce, English Section**
Mansoura University (2018 - 2022)

Courses & Training

- EGY Cham HR Professional & Advanced Diploma - **In Progress 2026**
- Artificial Intelligence Ambassadors Program - MCIT 04/2026
- QPT Certified in Learning & Development - Mentarcise Cairo - 09/2025
- Financial Inclusion Summer Training Program - CIB 2021
- Drinking Water and Sanitation Company HR summer Internship - MU 2020
- Summer Online Internship 2020 - Banque Misr
- Basics of Accounting Principals - International Center of Egypt for Training and Consultation - 2019

ACTIVITIES

Target Team Operation Member for social services, charity, event planning and volunteering. -
Mansoura University

SKILLS:

- Team Training & Development
- Leadership
- Problem Solving
- Communication
- Conflict Resolution
- Data Analysis
- Stakeholder Management
- Multitasking & Pressure Handling
- Automation learner

Languages

English - Proficient
Arabic - Native