

# ABDULLAH KHAMES MOHAMED

HR Generalist

| Alexandria, Egypt |

## PROFESSIONAL SUMMARY

Results-oriented HR Generalist with 4 years of experience in the retail optical sector, holding a Postgraduate Diploma in Human Resources from Alexandria University and a Diploma in Labor Law. Proven track record in workforce planning, end-to-end recruitment, job description design, and KPI development.

Combines strong legal compliance knowledge with a strategic growth mindset to align human capital operations with organizational goals.

## EXPERIENCE

Jan 2022 – Present

HR Generalist

Safir Optics, Alexandria

- Provide HR coverage and support for a workforce of approximately 50 employees across the organization.
- Designed structured job descriptions for approximately 30 positions, defining clear role responsibilities and optimizing organizational hierarchies.
- Built and implemented a company-wide performance management program linked to KPIs for all employees.
- Authored and secured approval for 50+ internal policies and regulations to standardize workflow and ensure operational consistency.
- Designed and delivered an HPM (High-Potential Management) training program for second-tier staff, developing 6 employees into branch manager roles.
- Established a new Customer Relations department from the ground up, defining its job description, performance evaluation framework, and training plan.
- Planned and launched a training program on the Mentor platform to upskill branch managers and sales staff.
- Applied labor law and legal compliance standards to employment contracts and personnel administration.

Dec 2019 – Jan 2022

Sales Specialist

Safir Optics, Alexandria

- Delivered professional customer experience from greeting through checkout, building rapport and closing sales consistently.
- Performed precise lens measurements, frame adjustments, and eyewear inspections, and consistently met monthly sales targets.

Apr 2016 – Aug 2019

Data Entry and Reviewer

Al-Rawan Automotive, Alexandria

- Entered fleet and driver data for Uber/Careem accounts; audited driver statements and processed monthly payroll.

## EDUCATION

Postgraduate Diploma in Human Resources

Alexandria University, Alexandria — Sep 2024 – Jul 2025

Bachelor's Degree, Faculty of Industrial Education

Suez University

## CERTIFICATIONS

- Human Resources Diploma — Egy-Cham (accredited by CHARM, CPD, and Egy-Cham), 2026
- Advanced Human Resources Diploma — Egy-Sham (accredited by CPD and Egy-Sham), 2026
- HR Budget & Budgeting Masterclass — Egy-Cham, 2025
- Personnel Management & Labor Law — Egy-Cham, 2025
- Growth Engineering Seminar (Organizational Structures) Egy-Cham, 2025
- Egy-Cham Annual HR Conference — Attendee, 2024-2025-2026

## SKILLS

Negotiation • Team Management • Emotional Intelligence • Teamwork • Continuous Learning & Development

## LANGUAGES

Arabic — Native | English — Intermediate