

Mina Sobhy Hanna

Cairo, Egypt

Professional Summary

HR and Admin Operations Manager with over 10 years of experience managing talent acquisition, employee relations, compensation management, and performance optimization. Proven track record in reducing turnover rates by 15% and increasing operational efficiency by 20% through strategic HR initiatives. Expertise in leveraging HRIS systems and data-driven decision-making to align HR operations with organizational goals. Skilled in policy development, workforce management, and compliance with labor laws.

Core Competencies

- Compensation and Benefits
- Performance Management
- Talent Management
- Training and Development
- Talent Acquisition and Recruitment
- Communication Skills
- Planning and Organizing
- HR Policy Implementation
- Employee Onboarding
- Employee Relations
- Change Management
- Labor Law Compliance
- Strategic Thinking
- Time Management

Professional Experience

HR & Admin Operations Manager

Encorp International E&C (Samcrete Group) - Giza, Egypt, January 2024 – Present

- **Process Optimization:** Oversee HR operations for 200+ employees, managing recruitment, onboarding, and payroll processes using advanced HRIS systems and payroll software.
- **Workflow Efficiency:** Develop and implement best practices and standard operating procedures to streamline HR operations and improve service delivery.
- **Talent Acquisition:** Manage recruitment processes, including job postings, candidate screening, interview coordination, and onboarding.
- **Benefits Administration:** Administered employee benefits programs, including health insurance, retirement plans, and wellness programs.
- **Benefits Optimization:** Reviewed and optimized benefits offerings, resulting in increased employee satisfaction and cost savings.
- **Employee Records:** Maintain accurate and confidential employee records throughout the employment lifecycle.

- Regulatory Compliance: Ensure HR operations comply with employment laws, regulations, and organizational policies.
- Data Analysis: Analyze HR metrics and generate reports on various aspects of HR operations, such as turnover rates, recruitment effectiveness, and employee engagement.
- Reporting: Prepare and present HR operational reports to senior management, highlighting trends, issues, and areas for improvement.
- Team Management: Lead and develop the HR operations team, providing guidance, training, and support to ensure high performance.
- Performance Management: Managed performance management systems, increasing productivity by 12%.
- Conflict Resolution: Assist in resolving employee issues and conflicts, ensuring fair and consistent application of policies.
- Financial Reporting: Provided financial reporting for HR operations, aligning HR budgets with organizational goals.
- Change Implementation: Manage the implementation of new HR programs, policies, or systems, ensuring smooth transitions and minimal disruption.
- Audit and Risk Management: Conduct regular audits of HR processes and systems to ensure compliance and identify areas for improvement.

HR & Admin Section Head

Encorp International E&C - Giza, Egypt, January 2020 – December 2023

- Executed HR strategies that aligned with organizational objectives, leading to improved employee engagement and retention.
- Led a team of HR and administrative professionals, providing guidance, support, and professional development.
- Developed and implemented HR strategies aligned with business goals, leading to a 15% improvement in employee retention.
- Managed compensation and benefits programs, optimizing cost-effectiveness, and ensuring legal compliance with Egyptian labor laws.
- Led talent acquisition processes and reduced time to hire by 25% through efficient sourcing and selection practices.
- Analyzed HR data and prepared reports on key metrics such as employee turnover, recruitment effectiveness, and performance outcomes.

HR & Admin Specialist

Encorp International E&C - Giza, Egypt | October 2016 – December 2019

- Managed the full recruitment lifecycle and onboarding for over 200 employees, ensuring seamless integration into the company structure.
- Provided employee counseling on HR policies, reducing grievances by 10% year over year.

- Improved department-level retention rates by implementing targeted employee development programs.
- Acted as a point of contact for employee concerns and inquiries, guiding HR policies and procedures
- Coordinated training and development programs to enhance employee skills and support career growth.
- Provided administrative support to the HR department, including scheduling meetings, handling correspondence, and preparing documentation.

HR & Admin Coordinator

Encorp International E&C - Giza, Egypt | September 2013 – September 2016

- Coordinated the recruitment process, including job postings, screening resumes, scheduling interviews, and conducting initial candidate assessments.
- Maintained and updated employee records, including personal information, job history, and performance evaluations.
- Assisted with payroll processing by collecting and verifying timekeeping data and managing leave records.
- Prepared reports and presentations for management on HR-related data and trends.
- Provided administrative support to the HR department, including scheduling meetings, handling correspondence, and preparing documentation.
- Coordinated exit interviews and managed the offboarding process for departing employees.

Education

- HR Management Professional Diploma, Egycham, August 2024
- HR Management Advanced Diploma, Egycham, October 2024
- Bachelor of Arts (History), Cairo University, May 2011

Certifications & Training

- Digital Transformation of Social Insurance System, Top Business, 2022
- Egyptian Labor Law No.12, Top Business, 2021
- Salary Tax Law, Top Business, 2021
- Winning Through Creativity & Innovation, Nexus Training Solutions, 2014
- Advanced Excel, Self-Study, 2013
- HR Preparation Scholarship, Russian Culture Center, 2012
- ICDL Certification, Russian Culture Center, 2012

Technical Skills

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- HRIS Systems (applicant tracking, performance management)
- Payroll Management Software
- HR Data Analytics
- Employee Engagement Tools

Soft Skills

- Leadership and Supervision
- Effective Communication Skills
- Problem-Solving
- Organizational and Time Management
- Strategic Thinking
- Negotiation and Persuasion
- Integrity and Credibility
- Adaptability and Flexibility
- Analytical Skills

Key Achievements

- Reduced employee turnover by 15% through targeted engagement programs and flexible benefits.
- Improved operational efficiency by 20% using HR data analytics to streamline processes.
- Saved 10% in HR-related costs by optimizing benefits and payroll systems.
- Successfully reduced time to hire by 25%, improving recruitment processes and candidate experience.