

Name: - Mohamed Zinhom Mohamed Eldemerdash

Address: - Riyadh - Saudi Arabia

Address:- Future city – Cairo

Marital status: Married + daughter

Certified: -MBA – HRCI- SHRM- BSC –labor law Saudi Arabia



Key Achievements:

- Create system of HR dept. from scratch (All Functions).
- Develop Org structure and upgrade it based on strategic objectives.
- Design salary scale and structure for all jobs & Grading system.
- Make and design SOP .
- Preparing the executive plan long time and short term
- Build second line for unique positions.
- Build and train managers how to set Smart goals and objectives.
- Use SWOT Analysis Design balance score card.
- Design and develop performance appraisal System for all Levels.
- Balance Score Card User "BSC".
- Design Training Plan based On Competencies Matrix and performance appraisal.
- Create data base for recruitment for all levels Blue/ White / Middle / Top management.
- Create data base for training for all types of trainings.
- Create retention programs for employees.
- Analyses the Exit Interviews.
- Design manual “policies and procedures “for HR process functions.
- Development human resources to achieve the goals.
- Write and update a job description for all employees.
- SAP user.
- Implement the labor law and social insurance & Income Tax.
- Creating contracts and dealing with legal entities.
- Creating all needed HR forms.

Professional Experience

•As Recruitment Manager, from March -٢٠٢٤ Utile Now (Riyadh -) At KSA –Saudi Arabia

Leha group <https://www.leha.com.sa/index.php>

Nahil computer <https://nahil.com.sa/ar/>

I lead the talent acquisition for a group of companies with diverse specializations and industrial activities.
Our group includes:

- Schools Complex, covering all educational stages
 - International Land Transport, with a fleet of V · · large trucks
 - Contracting Company
 - Company of technology industry, (Software -hardware)
 - Agricultural Company, focusing on potatoes
 - Dates Company
 - Rolling Mill Factory
 - Iron Smelting and Metal Forming Factory
- My role involves developing and executing strategic recruitment plans to attract and retain top talent across all levels, ensuring each company within our group thrives with the right workforce
 - I working as a headhunter to catch the talent profile for my company
 - Develop and implement comprehensive talent acquisition strategies aligned with organizational goals.
 - Manage end-to-end recruitment process: Sourcing, screening, interviewing and hiring
 - Lead & Develop the talent acquisition team, providing coaching, mentoring and performance feedback.
 - Establish and oversee a governance framework for the talent acquisition process to ensure compliance and consistency.
 - Build strong liaisons with external recruitment agencies.
 - Conduct cultural fit and competency interviews for senior and niche positions.
 - Provide guidance and training to hiring managers for a consistent and fair recruitment process Lead & Develop a talent acquisition team, providing coaching and performance feedback.
 - Collaborate with HR onboarding processes to facilitate a seamless transition for a new hire and ensure a positive employee experience.
- I am responsible for hiring employees from East Asian countries such as Pakistan, Nepal, and India, as well as from various Arab nationalities. My expertise includes headhunting, time management, employee management, business administration, and performance evaluation. I am also proficient in utilizing all governmental platforms such as Qiwa, Nitaqat, and the Saudi Labor Law.

HR Manager At – Hi-Tex (Textile

OCT-۲۰۲۲ until Mar -۲۰۲۴ PRIMARY RESPONSIBILITIES:-

□ Organization Structures and Staffing:-

- Defining future structure and defining the talent acquisition and staffing strategy to ensure the availability of the right talent in line with key business priorities.
- Designing and implementing a cohesive recruitment strategy to support HC's strategic business objectives.
- Developing staffing strategies for the business to ensure the attraction of the best talent.
- Ensure robust Manpower planning and budgeting processes for the factories.
- Partnering with leaders through the company for early identification of recruitment needs, and partnering with recruitment team to ensure strategies are in place to meet those needs.

□ **Performance and Rewards**

- Driving and sustaining a strong performance-oriented culture across the business and developing progressive compensation and reward programs for the business.
- Strengthening the appraisal and feedback process and ensure merit based performance differentiation. - Advising compensation best practices and developing competitive, progressive compensation programs and policies, incentive plans, etc.

□ **Organizational Effectiveness and Employee engagement**

- Designing and ensuring implementation of new HR policies/ review of existing policies based on changing business needs and external best practices.
- Ensuring continuous communication of and adherence to the organization's people philosophy.

□ **Compensation & Benefits**

- Providing advice and consultation to management on compensation programs and pay-related issues to ensure all parties have a full understanding of the organization's compensation strategy and pay philosophy.
- Managing the employees' transportation.
- Advising on the cases of discrepancies from the salary structure for adjustments.
- Developing and managing an effective payroll system applying the company rules and laws to get the wages paid correctly,

□ **Administrative affairs**

- Manage office supplies, equipment, and maintenance, ensuring availability and proper functionality.
- Coordinate with relevant departments to facilitate smooth communication and coordination across the organization.
- Monitor and manage the administrative budget, ensuring adherence to allocated funds and identifying areas for cost-saving opportunities.
- Review and approve invoices, expense claims, and financial reports related to administrative functions.
- Serve as a point of contact for internal and external stakeholders, responding to inquiries and providing necessary information.
 - Coordinate and schedule meetings, conferences, and travel arrangements for executives and staff members.
 - Supervised Governmental facilities bills (Electricity, Water, and Gas) monthly and the purchasing of new materials with attention to budget. ○ Oversee facilities services, maintenance activities, and tradespersons (e.g electricians) ○ Responsible of building office plans, office spaces

HR Manager At - YAZ Group(Badr city / ٦-oct City / Saudi Arabia KSA)

OCT-٢٠١٩ until Sep – ٢٠٢٢ PRIMARY RESPONSIBILITIES

- I Lead the change management team for the new corporate structure.
- Implement OEE (Overall efficiency Effective)
- Set up HR Department and Transform from personnel Dep. to HR Dep
- contribute to cost reduction
- Build a system of HR dept. from scratch (All Functions)
- Design Training Plan based On Competencies Matrix and performance appraisal .

- Preparing the company's policies, procedures, and employees' handbook and forms for all processes, putting policies and procedures for it.
- Designing and implementing a Performance appraisal system for all levels customize on every job& career path
- Managed the Compensation& benefits file as medical insurance.
- Monitored and Controlled the cost of workforce and operation using technological tools and systems such as (Oracle, GPS, Face Recognition...etc.).
- Drawing & implementing the manpower plan according to the business plan and workload analyses
- Manage complex employee relations casework including dispute resolutions, disciplinarians, grievances, absence, retirement, and redundancy.
- Implement the labor law and social insurance & Income Tax
- Administrating and supervising the monthly payroll in coordination with the Personnel Manager and finance department.
- Secure the Payroll system and initiated a security system for it using codes.
- Develop Org structure and upgrade it based on strategic objectives.
- design BSC balanced scorecard and sure implement it for all department
- Design salary scale and structure for all jobs & Grading system.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- build the workflow and policies and procedures by process mapping for every department
- Build a database for recruitment for all levels of Blue/ White / Middle / Top management • Build retention programs for employees
- Analyses the Exit Interviews.
- Write and update a job description for all employees
- SAP user
- Oversee day-to-day operations of the office, ensuring smooth functioning and adherence to organizational policies and procedures.
- Develop and implement administrative systems, procedures, and best practices to optimize efficiency and productivity.
- Manage office supplies, equipment, and maintenance, ensuring availability and proper functionality.
- Coordinate with relevant departments to facilitate smooth communication and coordination across the organization.
- Monitor and manage the administrative budget, ensuring adherence to allocated funds and identifying areas for cost-saving opportunities.
- Review and approve invoices, expense claims, and financial reports related to administrative functions.
- Serve as a point of contact for internal and external stakeholders, responding to inquiries and providing necessary information.
- Coordinate and schedule meetings, conferences, and travel arrangements for executives and staff members.
- supervision on Governmental facilities bills (Electricity, Water and Gas) on monthly basis and the purchasing of new material with attention to budget .
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Responsible of building office plan , office spaces.

- **HR Manager**

At (Sahara



printing& packing)

❖ **PRIMARY RESPONSIBILITIES : - Dec-٢٠١٥ -Sep-٢٠١٩**

- played the role of Change Agent as I Led the change management team for new corporate structure.
- Setup HR Department and Transforming from personnel Dep. to HR Dep.
- Led the process mapping Project.
- Designed an Organization chart with specific titles and Job descriptions.
- Created Performance Management and Implemented (KPIS) system.
- Designed a new Compensation System
- Provided technical and soft skills training and development programs.
- Created succession planning concept and went through it with Dep. Heads.
- Modified Payroll system and initiated security system for it using codes.
- Monitored and Controlled the cost of workforce and operation using the technological tools and systems as (Oracle, GPS, Face Recognition...etc.).
- Designed HR policies, procedures and HR Forms.
- Managed the Compensation& benefits file as medical insurance, rewarding system.
- Supervised the social insurance file with legal office.
- Participating in Corporate Governance Project as Project Coordinator
- Leading and directing Human Resource team.
- Preparing company's policies, procedures and employees handbook • Drawing & implementing the manpower plan according to the business plan.
- Designing and presenting orientation programs for new comers.
- Preparing and implementing company training plan.
- Designing and implementing Employee compensation system.
- Designing and implementing Performance Management system& career path
- Supervising the personnel operations in terms of social insurance and Compliance with the Egyptian labor law.
- Administrating and supervise the monthly payroll in coordination with the Personnel Manager and finance department.
- Creating Employees commitment and loyalty program.
- Leading Changing Culture Project

❖ **HR – Supervisor Training & Recruitment**

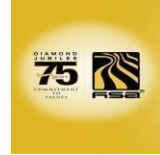
At (Hi-pack Group)- FMCG- Packing

El;Saeed investment Holding

From November ٢٠١٢ – Nov-٢٠١٥

❖ **Site:- <http://hsagroup.com/hsa-ar/our-companies/egypt.aspx>**

❖ **PRIMARY RESPONSIBILITIES :-**



Training and development Duties:-

- Design TNA with the managers using Competencies Matrix and performance appraisal □ Gap analysis and creating annual training plan.
- Supervision on the succession plan and support the manager to make it.
- Ensure the orientation programs implement for new Comers
- Train employees for specific jobs Based on J.D □ Design policies and procedures for the training □ Develop evaluate training programs..
- Help employees improve upon or enhance existing skills.
- Develop the training programs for the employees from the lower level to the upper level
- Provides inputs to the Training Strategy and the development of specific training development plans.
- Create date base for training centers and deals with them □ Make training budget courses.

Organizational Development: -

- Design performance appraisal to monitor all levels such as using a ٣٦٠-degree system
- SAP User
- BSC User “Balance Score Card”
- Design Morale System for our Employees □ Implement Satisfaction surveys for our functions □ Conducting workload analysis.
- Set Goals for my Team Based our vision of HR.
- Lead my Team to motivate to achieve our Goals
- Design manual “policies and procedures “for HR process functions
- Create retention programs for employees
- Make Exit interview and make analyses
- Design manual “policies and procedures “for HR process functions
- Development human resources to achieve the goals
- Write and update a job description for all employees

Recruitment

- Create Strong Date Base of candidates for all levels Blue / white / top management.
- Design policies and procedures for the recruitment
- Make posts on job sites
- Head hunting high profile candidates.

- Conducting Competency based Interview.
- Participation in the technical interviews (Finance - Engineering - Purchases □ Review manpower and make recruitment plan.
- Prepare the Job Offers.

Compensation and Benefits:

- Participating in creating salary structure
- leading negotiations with medical care providers
- Negotiating with various firms to have more benefits for employees □ Implement the labor law and social insurance & Income Tax □ Creating contracts and dealing with legal entities. □ Other HR related duties as assigned

❖ Senior HR at Reliance Mining Investment / RED SEA

❖ Reliance Investment Corporation from November ٢٠١١ - November ٢٠١٢



❖ <http://www.relianceegypt.com/en/Reliance/spage/page/٤٢>

❖ PRIMARY RESPONSIBILITIES :-

- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Advises management in appropriate resolution of employee relations issues
- Responds to inquiries regarding policies, procedures, and programs
- Conduct performance review program to ensure effectiveness, compliance, and equality within organization.
- Administers salary administration program to ensure compliance and equality within organization
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, Sick leave, leave of absence, and employee assistance.
- Investigates accidents/incidents, prepares reports, and recommends actions.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations
- Make payroll for Mining Co.
- Make investigation with employees.

- Monitor daily attendance.
- Investigate and understand causes for staff absences.

- Recommend solutions to resolve chronic attendance difficulties. Provide basic counseling to staff who have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
- Inform affected staff or residents of unexpected absences from work and coordinate
- Actions ensuring the continuity of services such as cancellation of events and locating keys
- Coordinate staff recruitment and selection process in order to ensure a timely organized
- And comprehensive procedure is used to hire staff.
- Develop and implement a human resources plan and personnel management policies
- And procedures.
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Research and monitor human resource systems in other organizations within the community.
- Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labor standards and Fair Practice Act.
- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangements.
- Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of eqpment shutdowns.

- Attend Council meetings to provide information, when necessary.

❖ **Senior HR Specialist**

❖ **Vodafone Egypt Account by ECCO,**

CO From February ٢٠٠٦ -

November ٢٠١١

❖ **PRIMARY**



RESPONSIBILITIES :-

□□

- Handle contracts and all social insurance issues including form ١ & ٦ and all related social insurance related tasks. handle all policies and Procedures with Labor Office and the Office of Insurance
- Create new ATM accounts (HSBC & NSGB banks), Visa, Master cards, Loan letters and follow up salary transfer problems.
- Follow up employee's attendance and update all kinds of Leaves.
- Preparing monthly employee's salary grades according to hiring dates and social insurance transactions.
- Keep updated records for all employees' information and approved transactions, like (Transfers, promotions, terminations & resignations).
- Ensure that all personnel files are maintained in an orderly and a complete manner.
- Present induction presentation to the new employees.
- Make investigation with the employees and applicant the policies
- handle all request employees with medical insurance Company
- Make HR Letter and ST letter
- handle all policies and Procedures with Labor Office and the Office of Insurance
- Provide support to supervisors and staff to develop the skills and capabilities of staff.

Education

❖ Ain Shams University

- Faculty of law Good, ٢٠٠٠ - ٢٠٠٤
- Arab Academy for Science, Technology & Maritime Transport
- MBA finished -٢٠١٩

Skills and Training

- ❖ HR diploma academy Training Center-٢٠١٠
- ❖ English Course AUC ٢٠١٠
- ❖ Training Safety Awareness ٢٠١٣
- ❖ Certified internal Auditor ISO ٢٠١٣ - from SGS
- ❖ ICDL Course -٢٠٠٩
- ❖ Communication Skills from BUE
- ❖ Decision making and problem solving from BUE

Personal Details

- ❖ Birth date :- ٧- Jan-١٩٨٤
- ❖ Military service :- Finished

References

- ❖ HR Manager Reliance Mining :- MR Ahmed Abd el Aziz for ٠١٠٠١٠٦١١٦٤ /٠١٢٢٩٨٨٤٧٧٤
- ❖ HR G-Manager Hipack Group :- DR, Dalia Ghait ٠١٢٠١٣٨٢٦٤٠ / ٠١٠٠٠٧٧٠٠



Zahranco Engineering Trade زهرانكو للتجارة الهندسية

انه في يوم :- الخميس

تاريخ :- 15- سبتمبر - 2022

الموضوع :- شهادة خبرة

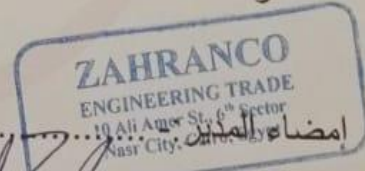
تحية طيبة وبعد,,,,,

تشهد شركة / زهرانكو لتجارة الهندسية بان السيد / محمد زينهم محمد
الدمرداش

الذى كان يعمل بوظيفة / مدير موارد بشرية المجموعة وعلى مدار فترة عمله
في المؤسسة أظهر نجاحًا واضحًا وكان أعظم مثال للاجتهاد والإخلاص
والصدق والالتزام في العمل، حيث إنه قد بدأ العمل لدينا بالشركة وذلك من
فترة من 11- نوفمبر 2019 حتى 15 سبتمبر 2022 وقد اخلاء لشركة طرفه
وقد سلم جميع عهده.

ولقد تم تقديم هذه الشهادة بناءً على رغبة الموظف دون أدنى مسئولية من
الشركة.

متمنين له دوام التوفيق والنجاح



Khahel



الأكاديمية العربية للمعلوم والتكنولوجيا والنقل البحري

بناء على توصية عميد

كلية الدراسات العليا في الإدارة

واعتماد رئيس الأكاديمية

تم منح

محمد زينهم محمد الدمرداش

درجة الماجستير في

إدارة الأعمال

مع كل الحقوق والإمتيازات المرتبطة بتلك الدرجة
وقد تم اعتماد تلك الشهادة وختمها بخاتم الأكاديمية
بمدينة الإسكندرية - أغسطس 2019

Patent #56,000,074

TouchSafe®



MetallicSafe® No. 2411010101

سعيد
رئيس الأكاديمية



التاريخ : 2019/8/21