



# Mostafa Mahmoud El Sabaawy

Accomplished HR Operations Manager, Responsible for People Planning, Talent Acquisition, Recruitment, Employee Relations, Organizational Development, Performance Management, New Employee Orientation, Compensations, Benefits, Learning and development. Establish and development HR Policies and Procedures matching to business needs.

## Experience:

❖ **K Group, Egypt. (FMCG) | 02/2023 - Present**  
**Regional Human Resources Business Partner (HRBP)**

### Roles and responsibilities:

- Influence and build relationships with people around the business.
- Work with managers and leaders to implement the Company strategies.
- Cooperation with leaders to discuss and solve people challenges.
- Use evidence and data to identify people priorities for the business and address future workforce needs.
- Manage all tasks and functions with HR sections.
- Establish, update and development HR Policies and Procedures.
- Review and update the job description for all employees to achieve a good career matching to the company's objectives.
- Support and follow up HR departments to achieve their plans related to the company's objectives.
- Bring people expertise and develop solutions to help the business area to deliver its strategy.
- Coach and provide feedback to leaders to help improve business efficiency.
- Planning to improve the work environment in the short and long term.

❖ **Pharma Overseas, Egypt. (Pharmaceutical) | 11/2013 - 01/2023**  
**HR Section Head**

- HR Section Head.
- Senior HR Generalist.
- L&D Specialist.
- OD Specialist.
- Social Insurance Specialist
- Personnel Specialist.
- HR Generalist.

❖ **Sukari Gold Mines, Egypt. | 05/2012 - 10/2013**

- HR Generalist.
- HR Coordinator.

❖ **Vodafone, Egypt. (from 09/2011 to 04/2012)**

- Customer Service Representative.

## Highlights:

- People Planning
- Talent Acquisition
- Training & Learning and Development
- Compensation & Benefits
- Organizational Development
- Personnel Management
- Performance Management
- Hard Working
- Good Planner
- Communication Skills
- Leadership Skills

## Education:

- Bachelor of Commerce - 2011

## Courses:

- HR Diploma  
Certificates accredited by HRCI.
- SAP Configuration (HCM).
- Electronic Accounting Diploma.
- ICDL.

## Languages:

Arabic: Mother tongue

English: Good.