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**Objective:**

Seasoned Human Resources leader with over 17 years of experience, driven by a passion for creating workplaces where employees excel. Proven track record supported by a strong academic background. Expertise in delivering business objectives through core HR services, including Organization Design, Human Capital Strategic Planning, Talent Acquisition and Recruitment, Workforce Planning, Organizational Development, Payroll Management, Compensation and Benefits, Talent Management, Performance Management, Budgeting, Employee Affairs, Employee Relations, and Administration & Government Relations.

Collaborate effectively with the executive team to design and implement Human Capital strategies aligned with business goals. Recognized for strong communication and presentation skills, and for developing long-term solutions through insightful problem-solving. Consistently embrace new challenges and deliver measurable business value. Build high-performance teams by providing continuous coaching and mentorship.

**Seeking position as:-**

**HR & Administration Manager, HR Manager, HR Director**

**Professional Education, Certifications & Training: -**

- Bachelor degree 2003
- Professional in Human Resources **PHR** Certificate, certified by SHRM
- **Employee Relations**, IIR Middle East certified by George Washington University
- Time management - Creating a positive work Environment
- Coping with the stress of change - Conflict Resolution

**Professional Experience: -**

Company Name	Position	Period
HRInvest	HR Manager – Projects Consultant	Dec 2020 – Till Present
Kuwait Hospital	HR & Employee Affairs Manager	Dec 2019 – Dec 2020
National Real Estate Company	Deputy Manager HR & Admin	Feb 2013 – Aug 2019
Qurain Petrochemical industries Co	HR & Admin Supervisor	May 2011 – Jan 2013
Abdulmohsen Bader Al Kharafi	HR & Admin Supervisor	June 2009 – April 2011
National Investments Company	HR Officer	June 2008 – May 2009
Info Center Kuwait	HR Administrator	Dec 2004 – June 2008

**Responsibilities: -**

Developed and implemented HR policies and an Employee Handbook, enhancing procedures across all HR functions to ensure they are current, competitive, and compliant with Kuwait Labour Law. Ensured effective communication and implementation of these policies.

**Organization Design**

- Collaborate with the leadership team to ensure corporate and departmental structures support the organization’s growth plans, promoting synergy, collaboration, and optimal utilization of resources. Serve as the custodian of the organization, department, and position structures.
- Established and implemented an organization chart aligned with the company’s strategy and vision.

## **Recruitment and Onboarding**

- Align recruitment planning and delivery to meet the talent requirements.
- Managed the activities of recruitment - sort, filter and review job applications, organized interviews and tests for shortlisted candidates and provide recommendations to the Executive team on the candidate selection.
- Provided a best practice recruitment process and manage external recruitment contracts.
- Ensure new recruits' skill and culture fit to the organization using various in-house assessment tools as well as accredited ones.
- Ensure efficient onboarding and induction to provide the best first impression for all new recruits.
- **HR and Manpower Budgets**
  - Develop and monitor the annual HR budget covering Capex and Opex, including recruitment, Visa, Training, Payroll, benefits, recognition programs.
  - Collaborate with function heads and the leadership team to anticipate the organization's current and future workforce needs.
  - Monitor department's operational costs to identify deviations from department's budget
- **Total Rewards Management**
  - Developed and implemented effective salary scale and grading structure.
  - Regular review of compensation and grading structure including job evaluations, salary & benefits matrices and annual bonus schemes in line with market.
  - Develop increment budget, recommend merit or promotion increments/adjustments, implement approved pay changes.
- **HR Administration & Government Relations**
  - Managed the establishment of new companies, dealing with ministries registration licenses, renewing, and subscriptions, Government certificates, labor contracts, registrations, visas, renewals, transfers and labor cases.
  - Managed the activities of Payroll Management processing, social security, leaves, deductions, allowances.
  - Provide legal opinion on various labor matters in coordination with the legal team.
  - Negotiated the agreements and service contracts with suppliers, contractors and other third party.
  - Serve as a member of the Executive Leadership Team with responsibility for back-office operations including Contracts, Legal, Human Resources, Recruiting, and Security that support rapid growth and operational objectives and helped the company in achieving the goals.
  - Manage the entire service contracts (approximately 65) of the group and ensure all necessary compliance matters are dealt during the renewal and retendering process.
  - Prepared and coordinate the annual Corporate General Assembly Meeting.
- **Employee Relations**
  - Lead investigations into employee complaints, performance issues or disciplinary concerns.
  - Monitor and advise managers on the progressive discipline system of the company.
- **Performance Management**
  - Played a pivotal role in developing a robust appraisal process to strengthen a high-performance culture.
  - Managed annual/probationary appraisal cycle including training, launch, support and closure.
  - Developed and implemented a performance improvement process.
  - Present results with recommended merit increase and promotions to obtain approval from management and Owners.
  - Developed the employee Job Descriptions and KPIs and link the objectives with the performance management, review the reports and make recommendations to the Executive Management and Heads.
- **Training and Development**

- Liaising with managers and interviewing employees at all levels to identify and assess training and development needs
- Supervising and monitoring progress made via training programs or schemes
- Recommend and control the annual training budget.
- **HR Reports and Analytics**
  - Present monthly and annual HR reports to management in business review meetings.
  - Developed and maintain the human resources information systems to ensure records and keep reporting.
  - Analyses of the trends in each division in terms of turnover, hiring, promotions, and grievances to determine support of actions.
  - Reviewed the recruitment activities to ensure the manpower requisitions are timely processed.
  - Review the existing HR processes and recommend improvements for timely provision of support services.
- **Employee Engagement**
  - Assumed responsibility for various employee engagement programs and awards including monthly birthday celebrations, annual iftar dinner with families and long service awards among others.
  - Provide administrative framework, leadership, motivation, functional direction and facilitate team communication to maximize team contribution in a proper work environment.

**Skills: -**

- Excellent planning and organizing skills.
- Team management and strong communication and relationship skills
- Strong leadership skills
- Strong negotiation skills
- Excellent reasoning and analytical skills
- High motivation and coaching skills
- Excellent positive inter-personnel skills
- Highly Flexible and good adaptability
- Excellent presentation skills
- Excellent oral and written communication in English and Arabic
- Excellent knowledge of working with HRIS applications
- Excellent communication and people skills.
- Excellent knowledge of Kuwait Labor Law.
- Excellent Outlook and Microsoft office experience.

**Personal Data:-**

- Birth date           20 Dec, 1982
- Marital Status   Married
- Nationality       Egyptian

**Achievements:-**

- Implemented a professional HR Manual and effective HR procedures to manage practices and objectives that provide an employee oriented, high performance culture to increase the empowerment, quality productivity, standards and goal attainment.
- Implemented and developed a workforce plan and targeting the high level attracting talent.
- Implemented an effective Performance Management system for all levels and link the employee objectives with the corporate strategy.
- Implemented a development training programs and linked with employees performance management system.
- Implemented a new web portal responsible for distributing clearly relevant information to the employees on all levels.
- Implemented a compensation policy for increasing the employees satisfaction and retention.

**\*Many more achievements to be discovered during the interview.**