

Personal Information

Name: Afnan Talaat
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Birthday: 17th of December 1990
Address: Alexandria., Egypt. (Ability to relocate)
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Education

2009 – 2014 **Bachelor's Degree.**
Faculty of arts
Alexandria University, Egypt.

Certifications and Trainings

- **PHRI preparation course 2022-2023** accredited from :(HRCI) Egypt is one of the well- known international certificates in the HR career
HRCI is the premier credentialing organization for the human resources profession, setting the standard for HR rigor, excellence and expertise for more than 45 years. Headquarter in USA.
- **Human resources certificate 2017** (recruitment & selection / organization behavior/ labor law/ compensation/ Performance/ Training/ Strategic)
Certificate from: Arab Academy for Sciences, Technology and Maritime Transport.
- **International Computer driving license "ICDL" training course 2014**
Certificate from: Alexandria University
- **Commercial excel training course 2016**
Certificate from: Arab Academy for Sciences, Technology and Maritime Transport.

Tools and Technologies

- **Odoo ERP** that helps to document all data related to employees, record employee's skills, qualifications, work experiences, and completed project details. Odoo's employee management module is an effective tool to organize all employee-related activities
- **Intermediate in Adobe:**
Photoshop/ Illustrator
From: Arab Academy for Sciences, Technology and Maritime Transport.

Experience

IRIS GROUP FZ LLC a company organized under the laws of the United Arab Emirates
(Recruitment Consultant - Executive Search & Nationalization)
(From August 2025 to current)



- Connecting High Performing Executives (Director, VP, SVP, C-level) with World Class Employers - High Level Executive Search (Market mapping, Passive candidate Targeting and Shortlisting). GCC Nationals and Non-Nationals.
- Identifies, connect with and secures qualified profiles
- Executive Search Consultant role, participate to client meetings, qualifies the role and prepares instructions, material for Executive Search Consultants and Sends shortlist to Account Manager
- Recruitment Manager role and directly communicates with the client.

Grand Style Luxury STYLE is GRAND responsibility / Textile Manufacturing
(Human Resources Consultant)
(From October 2025 to December 2025)



- **Governance & Policy:** Develop, implement, and enforce robust HR policies, procedures, and employee handbooks to establish clear governance and compliance across the organization.
- **Talent Acquisition & Retention:** Lead all recruitment efforts. Crucially, develop and execute retention strategies to reduce high turnover, particularly for skilled manufacturing and reliable retail staff.
- **Compensation & Payroll Integrity:** **Immediately** take ownership of the compensation structure and payroll process. Ensure payroll is processed accurately, confidentially, and in full compliance with labor laws.
- **Performance & Development:** Implement a structured Performance Management system. Conduct a **Training Needs Assessment (TNA)** to identify skill gaps (especially for the factory and retail teams) and manage targeted training programs.
- **Employee Relations:** Manage disciplinary actions, grievances, and disputes, ensuring fair and consistent application of company policy and adherence to local labor laws.
- **Workforce Planning:** Oversee the HR needs of the two distinct workforces (hourly factory staff vs. salaried administrative/retail staff), managing different compensation, scheduling, and labor relations requirements.

El Riyad Holding Company, Real estate, Construction and facility &community

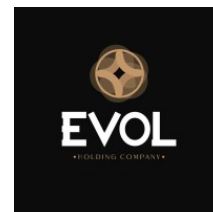
(HR Consultant / Talent Acquisition)

(From June 2024 to May 2025)



- Advises management on the formulation and administration of plans and policies for human resource activities.
 - Acts as an internal consultant by analyzing and recommending solutions to human resource issues relating to the assigned program or section area.
 - Develops, revises and implements HR policies and procedures.
 - Ensures program or section area is in compliance with established policies and procedures and with any relevant federal, state or local legislation.
 - Prepares and maintains special internal and external reports as requested by the immediate supervisor.
 - Answers nonroutine requests for information on policy interpretation.
 - Assists with developing, coordinating and recommending changes for the improvement of workflow in the program or section area.
 - Develops methods and procedures for compiling and analyzing data for reports and special projects.
 - Conducts periodic audits of human resource activities to ensure compliance with laws, policies and procedures.
 - Participates in professional development sessions or seminars.
 - Works on special projects.
 - Leads special and cross-functional project teams.
 - Presents training sessions related to the assigned program or section area.
 - Lead the end-to-end recruitment process for various roles across the company
 - Develop and maintain strong talent pipelines for sales, leasing, and support positions
 - Utilize multiple sourcing methods including LinkedIn, job portals, referrals, and industry networking
 - Screen candidates, interviews, and manage feedback loops with department heads
 - Ensure a smooth and professional candidate experience
 - Maintain accurate recruitment records and provide periodic reports to management
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European Group / Evol Holding Company with 17 subsidiary companies
agrochemicals, agriculture, medicine, and commercial real estate.
(HR Section Head) (From June 2022 to June 2024)



- responsible of all HR management of the company in Egypt reporting to the Executive HR Director and General Manager.
- Adhere to all procedures related to Social Insurance & Labor Laws and do all needed tasks in liaison to Social Insurance and Labor Office.
- Ensures that all employees are assessed according to their job performance on a timely manner.
- Ensure all employees increment and promotions are in-line with their Career Development Plan and Salary Matrix.
- Timely submission of Separation documents to Payroll Accounts to process employees EOSB
- Maintains a pay plan by conducting periodic pay surveys, scheduling and conducting job evaluations, monitoring and scheduling individual pay actions; recommending, planning and implementing pay structure revisions in coordination with respective Managers
- Ensures legal compliance by monitoring and implementing applicable Human Resources Law requirements in operations; conducting investigations, maintaining records.
- Maintains historical Human Resources records by designing a filing and retrieval system; keeping past and current records.
- Work with Senior Management to draft consistent equitable and competitive compensation and incentives through analysis of benefits options and cost alternatives.
- Maintain inter-and-intra departmental work flow by providing information to and cooperating with co-workers.
- Perform other duties as assigned by Senior Management, Executive HR Director & General Manager
- Ensure all personnel files are released accordingly on time and proper tracking is made.
- Maintains Human Resources staff job results through guidance and counseling; planning, monitoring and appraising job results.
- Provide guidance to management in handling employee issues and assist them in counseling employees, conducting evaluations, problem solving and consensus-building.
- Serve as a resource for all management by being available and accessible to discuss all Human Resources Employee Relations issue.
- Maintain good and healthy relations among all staff through attending of social events, and site visits.
- Provide guidance in the preparation of Yearly Manpower Budget as per operational requirements.
- Provide information in any queries in an accurate manner.

Sweet Girl Company for garments/ Textile Manufacturing

(HR Business Partner)

(From June 2018 to May 2022)



- Act as a point of contact for employees for HR-related questions, concerns, and inquiries.
- Help foster a positive work environment by promoting engagement and employee satisfaction.
- Assist with performance management, including tracking employee 180 days probation period
- Assist in the implementation of new HR initiatives and programs.
- Participate in HR audits and surveys to help improve department processes.
- Facilitate the onboarding process for new hires, including orientation and training on company policies.
- Ensure that all new employees complete the necessary paperwork and documentation.
- Ensure that all new employees' information is added to company HR systems.
- Coordinate with IT and other departments to set up new employee workstations and access.
- Communicate with candidates throughout the hiring process, including follow-ups and offer letters.
- Prepare and complete employee work contract
- Maintain accurate employee records and files, both electronic and physical, in accordance with company policies and legal requirements
- Acknowledge receipt of the resignation or termination notice from the employee
- Ensure the employees' records are up to date in the HR system, including the final date of employment.
- Ensure that the employee receives their final paycheck, including any unused vacation days, bonuses, or other entitlements.
- Ensure HR policies comply with company local employment laws.
- Maintain accurate employee records and files, both electronic and physical, in accordance with company policies and legal requirements.
- Assist with audits and reporting as required.
- Advisor to senior leaders, aligning HR strategies with business goals
- Lead and enhance the goal-setting process across the organization, ensuring all employees have clear, aligned, and SMART objectives. Drive performance management cycles
- Developing a Succession planning for the business
- Enhance the onboarding & engagement
- Insuring 100% data integrity in the HR system. Implement data governance best practices
- Lead process improvement initiatives to enhance the efficiency and quality of HR services
- Partner with the Learning & Development team to identify skills gaps and develop comprehensive training plans aligned with both business and HR strategies
- Collaborate with consultant to design and refine the organizational structure and operating model to support business objectives and growth
- Lead workforce planning initiatives, including forecasting manpower needs, headcount planning, and talent pipeline development
- Oversee job evaluation processes ensuring roles are graded consistently and aligned with organizational frameworks

**A2Z Retail, Apparel, and Fashion company with over 12 locations across Egypt
(Senior HR Generalist)
(From June 2017 to March 2018)**



- Prepare paperwork and schedules for smooth new-hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters
- Be the primary backup for payroll processing, including biweekly and semimonthly updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, hourly-employee validations, and benefits changes
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development

**Moharam Plast private/ free zone Plastics Manufacturing serves industries worldwide
(OD Specialist)
(From June 2014 to May 2017)**



- Conducting organizational assessments to identify areas where the organization could improve its performance, culture, or structure.
- Developing and implementing training programs to enhance employee skills and knowledge.
- Facilitating change management efforts, including communications and training.
- Designing and implementing performance management programs to ensure that employees are meeting performance standards and goals.
- Analyzing data and creating reports to identify trends and opportunities for improvement.
- Collaborating with other departments to ensure that the organization is aligned with its mission and goals.
- Promote a culture of continuous improvement within the organization and help it adapt to changes in the market and industry.

**Citi bank / Financial Services
(Customer Service, Sales)
(From 10/2012 to 1/2013)**



- Assist customers with routine account-related questions
- Research and resolve customer problems, acting as the customer liaison between other banks departments when necessary.
- Process necessary paperwork to rebate customer service charges Verify information.
- Perform customer requested research, including printing statement and check copies.

**Arab express for shipping and trading (Export Specialist, ZIM line)
(From 3/2009 to 8/2011)**

- Charging, costing and arranging the movement of goods and flow of paperwork to ensure Customs clearances are obtained quickly and deliveries are made in good time.
 - WORK with imports that are shipped using sea, air and/or road freight.
 - Responsible for managing the full export process for a shipment, from start to finish.
 - Liaise with overseas offices, partners, and agents.
 - Responsible for arranging and completing all associated paperwork, which documents the nature of the goods being Exported are legitimate.
 - Subject to export quotas, tariffs, trade agreements and HM Revenue and Customs regulations
 - Responsible for costing jobs and ensuring maximum profitability for their organization.
 - Establishing contacts and relationships with HM Customs to ensure efficient transfer of goods through the legal process.
 - Check goods in as they arrive against paperwork to ensure all goods ordered are accounted for.
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Languages

- English
(Professional working proficiency)
- Arabic
(Native or bilingual proficiency)

Skills & Expertise

- Strong marketing development and strategy skills
- Confident communicator, negotiator and decision maker
- Proven business and implementation planner
- Thrives in high level business environments

HOBBIES & INTERESTS

Investing, Travelling and Sports

REFERENCES

To be submitted upon request