KAREEM GALAL

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Riyadh, KSA

Bachelor of
Business Administration
2010, Cairo university

LANGUAGES

Arabic	**C2**
English	**B2**
French	**A1**
Spanish	**A1**

✓ **MS OFFICE:**
(Word, Power Point, Excel, Outlook, Teams, To-Do)
✓**Software Trouble Shooting**
✓**Hardware Trouble Shooting**
✓**Internet Navigation & Search**
✓**PREZI**
✓**CLIO**

A seasoned business leader and strategic consultant with over 17 years of progressive experience in human capital management, law firm operations, and organizational transformation across the Middle East and North Africa. Recognized for spearheading governance frameworks, optimizing business operations, and driving cross functional performance initiatives. Adept at aligning corporate strategies with operational execution, leveraging multi-sectoral expertise in HR, legal management, and business development.
Currently operating at top-management level, fostering institutional excellence, financial oversight, and sustainable stakeholder engagement.

CERTIFICATION

AUC	2017	PHRP-Professional Human Resources Partner
	2014	Human resources management Organizational behavior Interpersonal skills
ALISON	2021	NLP - Neuro Linguistic Programming TOT-Train of Trainers
	2020	Legal Office Administration
	2015	Human Resources Management

EXPERIENCE

Jan 25-present **FAP law firm, KSA** **Board member, Head of Operation**

Duties highlights

- Developed and executed the firm's long-term operational strategies aligned with legal industry trends and organizational goals.
- Established firm-wide governance frameworks including policy manuals, internal controls, and compliance mechanisms.
- Led structural reforms by designing governance protocols and committee charters (audit, compliance, nomination, investment, legal).
- Authored and implemented organizational policies, procedures, and operational handbooks.
- Crafted detailed job descriptions and career path frameworks for legal and non-legal staff.
- Developed KPI matrices and evaluation scorecards to align employee performance with organizational objectives.
- Conducted quarterly reviews linking attendance, productivity, and deliverables to compensation and promotion tracks.
- Reviewed, amended, and approved employment contracts to ensure legal compliance and organizational consistency.
- Supervised onboarding, time-tracking policies, employee benefits administration, and disciplinary frameworks.
- Built and maintained strategic relationships with high-profile clients, investors, and corporate entities.
- Oversaw marketing and business development initiatives, including firm profiling in legal directories (e.g., The Legal 500).
- Implemented structured client communication strategies including monthly reports, updates, and satisfaction tracking.

- ✓ Accuracy & Precision
- ✓ Adaptability
- ✓ Change Management
- ✓ Conflict Resolution
- ✓ Creativity
- ✓ Crisis Management
- ✓ Critical Thinking
- ✓ Customer Focus
- ✓ Decision Making
- ✓ Delegation
- ✓ Emotional Intelligence
- ✓ Ethical Leadership
- ✓ Financial Acumen
- ✓ Hard Worker
- ✓ Innovative
- ✓ Negotiation
- ✓ Networking
- ✓ Offices' Management
- ✓ Persuasion
- ✓ Presentation
- ✓ Project Management
- ✓ Public Speaking
- ✓ Quick Learner
- ✓ Risk Management
- ✓ Self-Enhancement
- ✓ Self-Motivation
- ✓ Stakeholder Engagement
- ✓ Strategic Thinking
- ✓ Teambuilding

- Delivered public legal workshops, training programs, and consultation sessions to external partners and stakeholders.
- Represented the firm in national legal forums, investor meetings, and diplomatic engagements.
- Coordinated with external consultants, vendors, and government entities to manage partnerships and ensure operational compliance.
- Championed the use of legal technology platforms (e.g., CLIO) for case management, document control, and task tracking.
- Streamlined operations through automation of internal workflows, performance dashboards, and electronic approvals.
- Supervised support departments including HR, IT, finance, marketing, and planning.
- Ensured internal alignment through strategic planning meetings, cross-functional coordination, and board reporting.
- Managed external audits, tender documentation, and vendor contracts in coordination with legal and financial teams.

June 24-Dec24 **MA LAW FIRM, KSA** **General manager**

Duties highlights

- Managing day-to-day operations, ensuring smooth workflow across departments such as legal, HR, finance, and IT.
- Collaborating with senior partners to develop and implement long-term strategies for the firm's growth, market positioning, and profitability.
- Managing the firm's budget, overseeing financial planning, billing, collections, and resource allocation to ensure financial health and sustainability.
- Fostering strong relationships with clients, ensuring high levels of client satisfaction, and addressing any service issues that may arise.
- Ensuring that the firm operates within legal and regulatory frameworks, managing risks related to operations, client matters, and data security.
- Overseeing recruitment, employee development, and performance evaluations. This includes cultivating a positive work culture and managing conflicts or personnel issues.
- Working on business development initiatives, identifying potential new clients, expanding client relationships, and promoting the firm's brand.
- Implementing technology solutions for operational efficiency, such as case management software or client relationship management (CRM) tools.
- While not typically involved in direct legal work, a general manager might support the firm's attorneys by ensuring they have the resources they need to succeed.
- Setting and maintaining standards of service quality, ensuring that the legal services provided meet or exceed client expectations.

Feb 24-June 24 **El-Oruba constructions, UAE** **Product Owner**

Duties highlights

- Lead in-depth assessments of company structures, identifying opportunities for department restructuring to improve efficiency and meet client expectations.
- Evaluate HR practices and policies, focusing on both legal compliance and enhancing client satisfaction by ensuring smooth HR processes and employee relations.
- Design and implement HR strategies that align with business objectives while prioritizing client and employee satisfaction for a stronger workplace culture.
- Ensure full compliance with labor laws, industry-specific regulations, and safety standards to safeguard both employee well-being and the company's reputation.
- Provide guidance on addressing employee relations issues with a focus on creating a positive client-facing image and upholding service quality.
- Develop effective recruitment processes that ensure timely hiring of top talent, meeting both operational needs and customer-driven demands.
- Identify and implement training programs that not only improve employee performance but also ensure safety and compliance, promoting a safer, client-friendly work environment.
- Create competitive compensation and benefits packages that attract top-tier talent while increasing employee retention, ultimately benefiting client outcomes.

Sep 23-Feb 24 **SEDRA ELECRTIC , Egypt-UAE** **Business Consultant**

Duties Highlights

- Designed and implemented strategic business solutions to resolve client challenges and accelerate growth.
- Streamlined operational workflows and process architectures to boost organizational efficiency.
- Identified cost-reduction opportunities and developed revenue optimization strategies to enhance profitability.
- Collaborated with cross-functional stakeholders to align corporate strategies with evolving market demands.
- Led end-to-end project management, ensuring timely delivery, scope adherence, and quality assurance.
- Conducted market analysis and trend forecasting to generate actionable, data-driven business insights.
- Developed and deployed performance management systems, including KPIs, appraisals, and continuous feedback loops.
- Provided executive consultation on HR policies, compensation frameworks, and business systems integration.

Dec 22-Aug 23 **ALI & CO. Egypt** **General Manager**

Duties Highlights

- Developed and enforced internal policies and regulatory frameworks, including salary structures, KPIs, job descriptions, and HR protocols.
- Directed talent acquisition, performance evaluations, promotions, and employee relations to maintain workforce alignment and operational performance.
- Managed cross-functional teams including legal support, IT, finance, and administration to ensure seamless office operations.
- Led space planning and resource allocation initiatives in coordination with executive leadership to support strategic growth.
- Administered financial operations including transactions, payroll adjustments, and procurement approvals, ensuring budget adherence.
- Partnered with IT teams to upgrade infrastructure and implement digital tools, enhancing workflow efficiency and system integration.
- Coordinated employee engagement initiatives, onboarding programs, and professional recognition events to foster organizational culture.
- Oversaw timekeeping systems, firm documentation, and cross-departmental project execution to ensure compliance and operational continuity.

May 18-Sep 22 **AL-FESHAWY& EL-SHAZLY, Egypt** **Office Manager**

Duties Highlights

- Established and implemented firm-wide policies, internal statutes, and governance procedures to ensure regulatory compliance.
- Conducted detailed job analyses and developed structured job descriptions and compensation frameworks.
- Led recruitment strategies, performance appraisals, and workforce planning to maintain organizational balance and talent retention.
- Managed office space allocation, infrastructure planning, and resource distribution for optimal operational efficiency.
- Oversaw financial workflows including payroll administration, procurement approvals, and transaction management.
- Ensured full compliance with legal standards and internal regulations, mitigating organizational risk.
- Designed and facilitated professional development programs, workshops, and institutional knowledge initiatives.
- Maintained the firm's documentation systems, digital archives, and internal publications to ensure record integrity and accessibility.

Dec 17-Mar 18 **Yassien & Partners, Egypt** **HR & Administrative Manager**

Duties Highlights

- Composing vacancies proclamations and discerning résumés with meticulous scrutiny
- Conducting preliminary interlocutions to assess prospective candidates
- Curating and safeguarding employees' annals with unwavering precision
- Orchestrating the seamless induction and assimilation of new entrants
- Regulating schedules, adjudicating office allocations, and overseeing deadlines
- Ensuring the judicious dissemination of intelligence within the enterprise
- Engendering and refining erudite training content tailored to the audience
- Cultivating affirmative training feedback through discourse and evaluation

Jan 17-Aug 18 **Dahr Leather Arts, Egypt** **Recruitment Consultant**

Duties Highlights

- Articulating meticulous job analyses and delineating comprehensive descriptions
- Curating an equitable and structured remuneration framework
- Composing eloquent vacancies proclamations to entice distinguished candidates
- Refining and presenting résumés with discerning correspondence to esteemed clients
- Orchestrating interviews in accordance with the requisites of the patron
- Conducting preliminary interlocutions to assess the aptitude of aspirants
- Drafting and formalizing contractual accords with scrupulous precision

Jun 16-Nov 16 **SD VISION, Saudi Arabia** **Recruitment & Training Consultant**

Duties Highlights

- Diagnosing HR complexities and formulating bespoke organizational solutions
- Conducting meticulous research to unearth inefficiencies and workforce impediments
- Architecting HR strategies and structural models aligned with corporate ambitions
- Advising on best practices in compliance, policy formulation, and procedural refinement
- Spearheading restructuring, redundancy governance, and talent optimization
- Superintending the seamless integration of novel HR protocols and technological frameworks
- Assessing human capital analytics to gauge strategic efficacy and workforce impact

Sep 15-Sep 16 | **MYNAGHI (FMCG), Saudi Arabia** | **HRBP Assistant**

Duties Highlights

- Interpreting HR trends and metrics to inform strategic decision-making
- Mediating complex employee relations and addressing workplace grievances
- Advising line management with daily HR guidance and workforce optimization
- Fostering work relationships to enhance morale, productivity, and retention
- Overseeing HR policy formulation, employee handbooks, and compliance adherence
- Managing workforce planning, succession strategies, and training initiatives
- Supervising social media presence and engagement impact analysis
- Liaising with governmental entities to ensure regulatory compliance and corporate alignment

Jan 15-Sep 16 | **MYNAGHI (FMCG), Saudi Arabia** | **Regional Training Manager**

Duties Highlights

- Led the development and enhancement of training manuals, instructor guides, and instructional content aligned with organizational standards.
- Conducted job analysis and performance assessments to identify current and future training needs.
- Responded to employee and client inquiries related to training content, delivery, and practical application.
- Designed and customized learning programs to address audience-specific competencies and performance gaps.
- Delivered training sessions with a focus on engagement, clarity, and measurable learning outcomes.
- Introduced innovative instructional methodologies to improve learning retention and operational impact.
- Partnered with National Training Managers to ensure consistency and quality across regional training initiatives.
- Measured training effectiveness using feedback surveys, B2B consultations, and structured performance evaluations.

Sep 12-Dec 14 | **DLA Piper Egypt (Maatouk Bassiouny),Egypt** | **Deputy Office Manager**

Duties Highlights

- Assisted in planning and enhancing administrative workflows to drive efficiency and streamline firm-wide operations.
- Coordinated induction programs to ensure smooth onboarding and early engagement for new hires.
- Supported in the assignment of roles and office space allocation to maintain structured and productive work environments.
- Provided coaching and operational support to junior staff, promoting procedural compliance and service excellence.
- Managed internal calendars, schedules, and meeting logistics to support executive and departmental productivity.
- Facilitated cross-functional communication to ensure seamless coordination and organizational alignment.
- Oversaw procurement and office inventory management while maintaining strict adherence to allocated budgets.
- Supervised facility operations, including vendor management, office maintenance, and compliance with regulatory standards.

Sep 11-Mar 12	**Faculty of Commerce, Cairo university, Egypt**	**Assistant Office Manager**
Dec 10-Dec 11	**Regency learning academy, Egypt**	**Interpersonal Skills Instructor**
May 10-Dec 10	**Horas tourism company, Egypt**	**HR Administrator**
Jan 09-Mar 10	**Smart Group, Egypt**	**Marketing Specialist**

FREELANCING

2020	**Formed Families forward Org. Virginia education department, USA**	**Translator & Content Reviewer**
2014-present	Business |Interpersonal skills |Administration| HR operation	

PROJECT EXPERIENCE

FAP law firm with UPSOURCE. Saudi Arabia | **Project Manager**

- Led the end-to-end governance project for all associations under the Ministry of Culture, including reviewing, restructuring, and drafting bylaws, policies, procedures, committee charters, and governance frameworks aligned with national regulations and best practices.

- Managed all stakeholders and represented the project in official meetings, coordinating with ministry departments, association boards, and legal advisors; preparing agendas, minutes, action trackers, and presenting regular progress and governance gap reports.
- Supervised and directed a multi-disciplinary project team, assigning tasks, monitoring delivery timelines, guiding drafting quality, and ensuring alignment with regulatory requirements, governance standards, and project KPIs.

SEDRA ELECRTIC , Egypt-UAE **Project Supervisor**

- Supervised end-to-end project execution, ensuring strict adherence to timelines, budgets, and defined deliverables.
- Monitored project milestones and risk indicators to ensure timely completion and alignment with strategic objectives.
- Coordinated cross-functional teams and stakeholders to maintain workflow continuity and collaboration throughout all project phases.
- Tracked project progress through performance metrics, reporting, and quality assurance to ensure successful outcomes.

ALI & CO. Egypt **Internal Project Manager / External Project Organizer**

- Managed internal projects with precision, ensuring alignment with business goals, stakeholder expectations, and client requirements.
- Coordinated strategic partnerships and external collaborations to strengthen project impact and foster long-term alliances.
- Developed and documented project workflows, process maps, and partnership agreements to support execution and accountability.
- Monitored project timelines, resources, and deliverables to ensure milestones were achieved on time and within scope.

MYNAGHI (FMCG), Saudi Arabia **Project Tester and Deliverer**

- Led the testing, evaluation, and final delivery of large-scale transformation projects, ensuring quality and alignment with business objectives.
- Directed the transition from manual, paper-based systems to automated digital workflows to enhance operational efficiency.
- Conducted rigorous system testing and validation to ensure compliance with performance standards and functional excellence.

EXTRA EXPERIENCE-VOLUNTEERING

2022	Flinders university	Aust Arab Hybrid Workshop	Event Director & Session Moderator
2017	World Taekwondo (WTF)	3rd World championship	V.I.P Launch & Ceremonies Manager
2014	Union Internationale de Pentathlon Moderne (UIPM)	54th world championship	Logistics Manager
2012	Master peace	Meet the HIBAKUSHA	Promotion & Distribution Team Leader
	World taekwondo (WTF)	African Qualifications Tournament 9th World	Registration Assistant Manager
	Faculty of Commerce	4th small projects forum	Events' Consultant
2011	Faculty of Commerce	3rd small project forum	Fund Raising Head
		Stock market simulation (SMS)	Resources & External Relations Head
2010	Arabian universities union	2nd tournament	Bahrain's Team-Accompany
	Faculty of Commerce	2nd small project forum	Coordination & Fund-Raising Head
2009	Fédération internationale de football Association (FIFA)	World cup U-20	T. L. Photographer Assistant
		Egypt V.s Algeria	Media Supervisor
	Faculty of commerce	World Trade Organization Model	Coordination Head