

# OMAR EL KOT

## HR Operations Lead | HR Systems & Distributed Operations

Kuwait | [ohamed@gmail.com](mailto:ohamed@gmail.com) | [LinkedIn](#) | [www.omarelkot.com](http://www.omarelkot.com) | +965 96004445 | Egyptian | Open to Remote

### REMOTE WORK EXPERIENCE

9 years fully remote operations (2015-2024) | Managed distributed teams across 30+ language markets | Async-first collaboration | Client-facing delivery across multiple time zones

### PROFESSIONAL SUMMARY

HR Operations Lead with experience across complex, multi-entity environments. Currently leading HR systems and workforce operations for 1,500+ employees across 12 entities in Kuwait. Expertise includes HRMS implementation, workflow automation, payroll-finance integration, and employee lifecycle operations. Earlier career built through nine years of international client-facing operations leadership.

### CORE COMPETENCIES

#### HR Operations & Systems

- ▶ HRMS Implementation & Integration
- ▶ Employee Lifecycle Management
- ▶ Payroll-Finance Integration
- ▶ Workflow Automation & Process Optimization

#### Remote Operations

- ▶ Distributed Team Leadership
- ▶ Remote Project Delivery
- ▶ Cross-Functional Stakeholder Management
- ▶ 30+ Language Production

#### Compliance & Governance

- ▶ Entity Setup & Structuring
- ▶ Kuwait Labor Law Compliance
- ▶ HR Policy Design & Approval Workflow Architecture
- ▶ Audit Controls & Data Integrity

### PROFESSIONAL EXPERIENCE

#### HR Operations Lead

Jul 2024 - Present

Ali Alghanim & Sons Group | Kuwait City

- ▶ Operate as "**manager of one**" in HRMS implementation projects, owning end-to-end delivery from scoping to stakeholder adoption with minimal supervision, managing cross-functional dependencies across HR, Finance, Payroll, and IT.
- ▶ Develop and govern HR policies and SOPs with defined process ownership and approval workflow design across the employee lifecycle.
- ▶ Manage employee relations across the full lifecycle, including onboarding, disciplinary actions, investigations, grievances, and complex workplace cases, in accordance with Kuwait Labour Law.
- ▶ Lead project-based payroll control within HRMS and ERP integration, acting as project lead to cross-functional stakeholders (HR, Finance, Payroll, Vendors).
- ▶ Partner with CHRO, CFO, and senior leadership on organisational design, and manpower optimisation.
- ▶ Managed retention cases for critical roles, using employee feedback, candidate salary trend data, and internal compensation analysis to support manager decision-making.
- ▶ Act as strategic partner to department heads, driving manpower planning and overseas blue-collar recruitment on large-scale projects (UN & KOC, USD 55M).
- ▶ Oversee workforce budgeting and recruitment cost allocation, conducting risk assessments to support resources availability.
- ▶ Supported annual performance review cycles, manager rating alignment, and bonus-linked evaluations.
- ▶ Delivered ESS/MSS training sessions across employee groups, including tailored workshops for senior leadership.
- ▶ Ensure policies are reflected in system setup, approval controls, and accurate HRMS configuration.

#### Key Achievements:

- ▶ Led organisational structure redesign initiative in Q1 2025 across 12 entities, improving structural clarity, reporting lines, and HRMS hierarchy accuracy.
- ▶ Designed a two-year HR digital roadmap targeting a 60% reduction in manual HR workload and transition to paperless operations.
- ▶ Delivered enterprise-wide ESS/MSS adoption, standardizing HR SOPs by replacing manual processes with automated workflows, reducing manual transactions by 70%.
- ▶ Led payroll module deployment, migrating 10 years of historical data and reducing manual reconciliation by 80%.
- ▶ Led Menaitech-Oracle Fusion integration, redesigning GL mapping across 40+ payroll elements to improve posting accuracy and audit traceability.
- ▶ Designed and executed an organic LinkedIn employer branding strategy for the Group, achieving 40% follower growth and 507K+ impressions with zero paid spend, avoiding 15,000 KD in projected media costs.

## Localization Operations & Project Manager - Fully Remote

Oct 2015 - Jun 2024

Lingo Service Translations Ltd. | United Kingdom

Led client-facing operations for a UK-based localisation company over 9 years, acting as the primary point of contact and advisor for enterprise and public-sector clients, guiding them through complex, multi-market delivery processes in remote, multi-time-zone environments.

- ▶ Managed **distributed teams of 30+ specialists** across EMEA, APAC, and the Americas, coordinating async workflows and cross-border delivery for enterprise clients including UK Government, UN, FAO, and Save the Children.
- ▶ Operated as **primary operational escalation point** for delivery issues, client concerns, and vendor coordination, resolving complex, multi-stakeholder problems with minimal supervision in a fully remote environment.
- ▶ Negotiated and governed international vendor and contractor agreements across 30+ markets, reducing procurement costs by 20% while maintaining quality and delivery standards.
- ▶ Acted as a strategic advisor to clients, providing guidance on project feasibility, localisation approach, cost structures, and delivery timelines to support informed decision-making.
- ▶ Maintained long-term client relationships and high satisfaction through proactive updates, risk anticipation, and actionable insights.
- ▶ Managed delivery of large-scale localisation projects for UK & Welsh Government, UN, FAO, Save the Children, and the Humanitarian Leadership Academy, covering 30+ languages and GBP 3M+ in value.
- ▶ Managed full localisation project lifecycle from scoping to delivery, including resource allocation, vendor negotiation, and QA, to project delivery.
- ▶ Delivered 25M+ words across eLearning, legal, government, and multimedia content while managing scope, budget, and timelines concurrently.
- ▶ Led client discussions on sensitive delivery challenges, delays, and quality issues using structured communication and conflict resolution.
- ▶ Managed high-volume marketing and digital content localisation for UK media agencies, ensuring brand and cultural alignment across global markets.

## Senior HR & Talent Acquisition Specialist

Dec 2014 - Sep 2015

Ali Alghanim & Sons Group | Kuwait City

- ▶ Developed HR policies and procedures across departments, ensuring consistent application and compliance.
- ▶ Managed employee onboarding processes, documentation, and maintained compliant candidate records.
- ▶ Managed overseas recruitment campaigns for blue-collar workforce, sourcing from India, Bangladesh, and Egypt.
- ▶ Conducted international recruitment trips to support candidate sourcing and mobilization.
- ▶ Handled employee disputes, recommending resolution aligned with company policy.

## Technical Recruiter

Apr 2013 - Nov 2014

Future Group | Kuwait City

- ▶ Managed manpower planning and IT recruitment for government outsourcing tenders, aligning candidate pipelines with bid requirements and project scope.
- ▶ Managed the onboarding lifecycle and contract administration, ensuring with Kuwait Labor Law.
- ▶ Managed Kuwait CTC bid submissions and recruitment-related tender requirements.
- ▶ Contributed to bid preparation, including proposal writing and commercial and technical documentation.

## HR Officer

Jul 2008 - Apr 2013

Solutions by STC | Kuwait City

- ▶ Managed end-to-end recruitment processes, including interviews, onboarding, and new hire orientation for a workforce of 700+ employees.
- ▶ Administered full-cycle onboarding, from document verification to record maintenance; ensured strict adherence to regulatory compliance standards.
- ▶ Administered HR policies and employee benefits, ensuring staff understood their entitlements.
- ▶ Assisted in employee relations by resolving workplace queries and supporting HR leadership.
- ▶ Contributed to manpower planning and cost allocation, supporting workforce budgeting.
- ▶ Supported policy development and HR administrative processes within a fast-paced telecom environment.

## SYSTEMS

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### HR Systems

Menaitech HRMS  
Oracle Fusion (Integration)  
ESS/MSS Platforms

### Productivity & Collaboration

MS Teams  
MS Office Suite  
HR Data & Reporting

### Localisation Tools

Smart CAT, SDL Trados  
Articulate Rise 360 & Storyline 360  
DTP Tools

## EDUCATION & QUALIFICATIONS

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**CIPD Level 5 - Associate Diploma in People Management**

In Progress (Expected 2026)

**Bachelor of Business Administration**

Modern Academy, Egypt | 2006

**IELTS - Overall 7.0 | Speaking 8.0 | CEFR C1**

British Council

## LANGUAGES

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**Arabic** Native | **English** Advanced (CEFR C1)

## GLOBAL MOBILITY

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Lived and worked remotely across multiple time zones: Kuwait, Turkey, Egypt, Malaysia and Bali.