

Abdelmouhaimine EL RHAZOUANI

HR Officer · Casablanca, Morocco

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EXPERIENCE

February 2026 – Present

HR Officer

EM ENERGIE MAROC

- Lead the recruitment process, from needs analysis to candidate selection, and handle the onboarding and follow-up of new employees.
- Manage employee files and monitor employment contracts, absences, leave and variable pay items, in line with internal procedures and social regulations.
- Identify training needs, contribute to the training plan, coordinate training actions and track certifications and skills.
- Contribute to skills development processes, the identification of HR needs and the improvement of human resources management practices.
- Contribute to identifying key skills, following career paths and setting up actions that support talent development and retention.
- Build and monitor HR KPIs (headcount, turnover, absenteeism, recruitment and training) to support the management of HR activities.
- Collect, structure and analyse social data, and produce dashboards and reports to support decision-making.
- Take part in the digitalisation of HR processes and in developing tools that improve data management, employee follow-up and HR management.

January 2024 – August 2025

Regional Project Coordinator

Enactus Morocco

- Designed and implemented the Enactus strategy for the Marrakech-Safi and BMK regions
- Directly supervised 30 local Enactus teams and 1,000+ student entrepreneurs
- Provided tailored support to 300+ innovative social projects
- Organised events at the Enactus teams' institutions
- Designed and ran training programmes in social entrepreneurship

RESULTS

- 20 projects named national laureates
- 50+ direct jobs created by the supported projects
- 20+ regional events, 7,000+ participants

September 2024 – February 2025

Project Supervisor

Association Nour pour le Développement et la Solidarité

- Strategic planning, budgeting, monitoring and evaluation, and reporting to USAID standards
- Rigorous management of a $20,000 budget with monthly reporting to the funder
- Main point of contact with FHI360, coordination with local authorities and partners

April 2023 – October 2023

Project Manager

Association Krazza pour le Développement Régional

- Led a consortium of 3 associations with complementary expertise
- Planned and delivered 10 interconnected activities over 6 months
- Managed a $36,000 budget with monthly reporting to the funder

December 2022 – March 2023 (Internship)

Regional Coordinator

MCISE, Béni Mellal

- Monitoring of 25 civil society organisations with monthly progress reports
- Coordination of 4 hackathon bootcamps

PROJECT

Humani, Human Resources Information System

Software developed specifically for Moroccan companies, bringing all HR processes together in one single interface, compliant with local regulations (CNSS, AMO, Moroccan income tax): employee files, payroll, time tracking, leave, social declarations, recruitment, talent management, training and skills, performance reviews, social reporting, intelligent analysis and reporting.

EDUCATION

2024 – 2026

Master's in Human Resources Management and Managerial Innovation

Faculty of Economics and Management, Béni Mellal

2020 – 2024

Bachelor's degree (Licence Fondamentale) in Economics and Management

Faculty of Economics and Management, Béni Mellal

2019 – 2020

Baccalaureate in Physics and Chemistry (BIOF)

Lycée AL Masira

VOLUNTEERING

September 2022 – June 2023

Team Leader

Enactus FEG BM

September 2021 – June 2022

Head of the Communications Committee

Enactus FST BM

SKILLS

The human side. Human Resources Management, Recruitment, Payroll Management, Talent Management, Training Engineering, Training Facilitation, Moroccan Labour Law.

The system. HR Software Development (HRIS), HR Process Digitalisation, HR Data Analysis / People Analytics, Microsoft Office (Excel, Word, PowerPoint), Power BI, SPSS, R, JavaScript, HTML, CSS.

The field. Entrepreneurship, Strategic Planning, Project Monitoring and Evaluation.

LANGUAGES

Arabic : Native language

French : Fluent, full university education

English : Upper intermediate, professional communication

German : Elementary, self-taught