

Holds a B. Sc. in Commerce (Accounting) and has about 14 years extensive experience and solid foundation in human resources and general management.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/09/1978
Gender : Male
Marital Status : Married
Residence : Nasr City, Cairo

EDUCATION

: B. Sc. in Commerce (Accounting), Ain Shams University, 2002
: Lycee la liberte d'heliopolis (French High School), 1996

LANGUAGES

Arabic : Native Language
English : Very Good
French : Excellent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Great Plains Dynamics, Adonis, PeopleSoft, Oracle 8 (sales, remittance and stores), JD Edwards Enterprise On (HRMS), As 400 financial systems

TRAINING COURSES AND CERTIFICATIONS

: English course at AUC Egypt, Helio branch.
: HR Certificate from AUC Egypt (Apr. 2010).
: Training NATIONAL BANK OF EGYPT Roxy branch as a teller (1998).
: Training AGIBA PETROLIUM CO. in the operation dept. (1999).
: Training ARAB BANK (Beirut branch) in the customer service dept. (2000).
: Training ARAB BANK (Beirut branch) in the central operation dept. (2001).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2006 till now
Employer : Global Projects Services for Outsourcing & Engineering & General Supplies

- Job Description** : • Human Resource & Personnel Manager (from 2011 till now):
- Managing HR Service unit staff (10 Employees).
 - Manage all reports related to salaries and payroll variables (Absents, Penalties Overtime, Bonus, Salary Increase, allowances, gift, etc.).
 - Manage the prepare of company Man power plan annually.
 - Reviewing company salary scale matching it with the market price.
 - Performance appraisal review.
 - Assuring that the medical & Health & Social insurance covers for all the employees.
 - Managing the top performance celebration every quarter.
 - Reviewing staff attendance and leaves balances according to company policy & Labor Law.
 - Reviewing Overtime Calculations.
 - Annual Recruiting Plan and Selecting new candidates According to Project needs.
 - I am the authorized person in all governmental transactions with the offices of Labor and Social Security (Social Security) and health insurance & Medical Insurance.
 - Auditing the entry of Ower Employees to social security (Insurance).
 - Employees Orientation development & training.
 - Employees Rights & Obligations.
 - Hr, Reviewing annual leaves balance sick leaves and official Annual holidays leaves. Final payment in project ending, profit share Bonus.
 - Analyzing project costs and profits and comparing salaries and over time with the achieved in the project.
 - Handling all Human resources Activities for all Gps client according to ower policies & rules.
 - Responsible for social insurance Payment & accountabilities (Basateen s.i Office).
 - Administrator for the implementing of Hr Software (Smart It).
 - Helping with all other HR administrative tasks such as Personnel files, working Contracts, Employees database, Processing and input of payroll related data and other labor relation issues.
 - Responsible for implementing human resources policies and the Labor Law No. 12 of 2003.
 - Responsible for coordination with the administrative affairs with regard to attendance and violations and penalties.
 - Responsible for the databases of employment and human resources information system.
 - Follow up to the entry of insurance.
- HR Manager Assistant (from 2010 till 2011):
- Answering employee questions.
 - Processing incoming mail.
 - Creating and distributing documents.
 - Providing customer service to organization employees.
 - Serving as a point of contact with benefit vendors/administrators.
 - Maintaining computer system by updating and entering data.
 - Setting appointments and arranging meetings.
 - Maintaining calendars of HR management team.
 - Compiling reports and spreadsheets and preparing spreadsheets.

- Participating in recruitment efforts.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Collecting employment and tax information.
- Overseeing the completion of compensation and benefit documentation.
- Senior HR Specialist (from 2008 till 2010):
 - Reviewing Payroll sheets & calculation before sending the invoice to the client.
 - Checking the process of the new hired files & the issue of form no.1.
 - Reviewing the entile for new employees in medical & health & Accident insurance.
 - Revising social insurance print out with the actual manpower with each project & Revising the appearance of new employees in social insurance print out.
 - Reviewing the list for actual Manpower fro each project to be ready for health & accident & death to check the insurance specialist work.
 - Reviewing CV Data managing Soft & Hard & checking the filing process of new CVs file.
 - Making Second Internal Interview & Selecting new qualified Candidates according to projects request.
- Junior HR Specialist (from 2006 till 2008):
 - Making & collecting time sheets for all sites to make timesheet summary to be ready for the payroll Data entry.
 - Making the new hired employee file (National ID Copy, Birth Certificate, Military Status, Qualification, Criminal Case Record).
 - Filling the medical Examination Form for each new hired employee.
 - Making Form no.1 for all new hired Employees dealing with Basateen Social Insurance Office.
 - Revising social insurance print out with the actual manpower with each project & making form no.6 for Terminated employees.
 - Making a list for actual Manpower fro each project to be ready for health & accident & death insurance for the insurance specialist to work on.
 - Making CV screening according to projects needs & according to qualifications & experience.
 - Making Internal Interview & Selecting new qualified Candidates according to projects request.

Dates : From Nov. 2005 till Jun. 2006
Employer : CHACLATE FOR SWEETS AND PASTERIES IN KUWAIT
Job title : Cost Accountant
Job Description :

- Comparing and checking pricing with primary materiel and the final price.
- Prepare profit and loss statements and monthly closing and cost accounting reports.

Dates : From Dec. 2005 till Jun. 2006 (part time)
Employer : THREE FLOWERS FOR GENERAL TRADINGS IN KUWAIT
Job title : Financial Accountant

Job Description :

- Making payrolls and time sheets & commissions.
- Banking.
- Petty cash.

Dates : From Apr. 2005 till Oct. 2005

Employer : TRADE LINE FOR DISTRIBUTION (CORONA)

Job title : Sales Accountant

Job Description :

- Reviewing Sales man and Customers accountability.
- Checking product rotation to order and delivery.
- Entire all sales man invoices in the system by item and quantity.

Dates : From Mar. 2004 till Mar. 2005

Employer : EGYPTIAN DAIRY & FOODSTUFF CO. (VIVA)

Job title : Internal Auditor

Job Description :

- Reviewing stores and making cut off exam.
- Checking store stoke in system and comparing it with the actual balance.
- Reviewing Sales Targets for each Sales man with cash remitted and product returned.
- Giving my report to my manager about all points of weakness and strength in the company.

Dates : From Jun. 2003 till Mar. 2004

Employer : EGYPTIAN DAIRY & FOODSTUFF CO. (VIVA)

Job title : Field Sales Auditor

Job Description :

- Reviewing all company trade channels and sector.
- Reviewing Sales man and Customers accountability.
- Reviewing product display and pricing and expire date.
- Checking customer's addresses and making them sign in our accountability.

Field of experience :

- Extensive experience and solid foundation in human resources and general management.
- International, regional and local experience with major companies in North Middle East in FMCG, Outsourcing.
- Strong knowledge of employment and labour legislation.
- HR policy, strategy, alignment, planning, staffing, recruitment, selection, talent management, succession planning, reporting, performance management, organizational development, change management, learning & development, employee relations, retention, compensation, benefits, health & safety.