

Holds a B. Sc. in Civil Engineering and has over 4 years experience working in accounting and HR.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 16/09/1995  
Gender : Male  
Marital Status : Engaged  
Residence : Damietta

## EDUCATION

: B. Sc. in Civil Engineering, NDETI - Higher Institute of Engineering and Technology New Damietta, 2018

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet  
: AutoCAD  
: Primavera P6  
: Matlab  
: Prokon  
: SAP  
: Safe  
: Etabs

## TRAINING COURSES AND CERTIFICATIONS

: Excel: Advanced Formulas and Functions (2022), LinkedIn Learning.  
: Excel Essential Training (Microsoft 365) (2022), LinkedIn Learning.  
: Talent Management (2022), LinkedIn Learning.  
: Microsoft Excel Skill Assessment badge (2020), LinkedIn Assessments.  
: Microsoft Power Point Skill Assessment badge (2020), LinkedIn Assessments.  
: Advanced Microsoft Excel, Online self-learning.  
: Excel, ITC - International Training Center, New Damietta (Oct. 2017).

- : Primavera P6, I Learn Academy, Damietta (Mar. 2018).
- : Prokon, ITC - International Training Center, New Damietta (Oct. 2017).
- : SAP, Damietta Engineer Syndicate (Jul. 2017).
- : Safe, Damietta Engineer Syndicate (Jul. 2017).
- : Etabs, Damietta Engineer Syndicate (Jul. 2017).
- : Civil Engineer (Intern) at NOURELDIEN for Engineering, New Damietta (from Jul. till Sep. 2017):
  - Mohamed Abdou School, Damietta.
  - El-Moshtarka School (Kafr Al-Bateekh, Damietta).
  - Residential building consisting of 3 floors (New Damietta).
- : AutoCAD, Damietta Engineer Syndicate (Jul. 2015).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jun. 2021 till now
- Employer** : SESCO Trans, Damietta
- Job title** : Human Capital Operations Specialist
- Job Description** :
- Handling new employees are hired, Sign contracts with them (Entry process), and taking the actions required.
  - Creating and Updating employee's database system by recording and updating hiring, resignations, transfers ...etc. in order to ensure an accurate database.
  - Process and maintain, manage, archiving personnel records and files by following up the employees' credentials completion and developing personnel files for newcomers to ensure adherence to personnel filing system.
  - Dealing with the HRMS (MenalTech) regarding the employee database - (Entry process), (Exit process), Roster, Employee time analysis ...etc.
  - Follow up, prepare all belong to the insurance offices like sick leaves and insurance forms 1, 6, 2.
  - Handling and following up employees' daily issues such as medical insurance and bank issues.
  - Employees daily contact and HR admin work (HR help desk).
  - Participate in other HR functions such as payroll, personnel, employee's engagement, handling employees' daily inquiries, ...etc.
  - Responsible for Salaries Transactions.
  - Handling resignation, dismissal (Exit process) and taking actions required.
  - Maintain Time (Time & Attendance System) including set up of all users, updating schedules, reviewing and monitoring accruals.
  - Responsible for all reporting and reliability of the data, and update all database.
  - Responsible for maintaining the implementation of laws and regulations dealing with government agencies.
  - Track employees' attendance and absences (regular/ irregular), and send legal warnings accordingly.
- Dates** : From Dec. 2018 till Jun. 2021
- Employer** : Sherif Elzeny Group, Damietta

**Job title** : Accountant / Payroll Specialist

**Skills:**

- Microsoft Excel (Advanced).
- Payroll.
- Human Resources Information Systems (HRIS).
- Personnel & Operations.
- Human Resources (HR).
- Typing fast in Arabic and English.
- Data Entry.