

Holds a B. A. in English Literature and has about 10 years experience working in Personnel, Payroll & Administration.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/10/1989  
Gender : Male  
Marital Status : Married  
Residence : El-Marg, Cairo

## **EDUCATION**

: B. A. from Benha University (English Literature Department), 2010  
: Batamda Secondary School, Qalubia, Egypt, 2006

## **LANGUAGES**

Arabic : Native Language  
English : Fluent

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: JD Edwards Enterprise

## **TRAINING COURSES AND CERTIFICATIONS**

: Professional in Human Resources - International™ (PHRi™): HR Certification Institute – HRCI (Jun. 2016) - Professional in Human Resources - International™ (PHRi™) (HRBP).  
: Human Resource Management Diploma, Professional Training solutions (MAT), Cairo, Egypt (from Jul. till Sep. 2013).  
: Effective Communication Skills, Advanced Food Industries – Gandour Egypt, Cairo, Egypt (Jun. 2013).  
: Unified Labor Law and civilian personnel system state and the law of leadership positions (Conference, Shepard Hotel), Egyptian Media Center, Cairo, Egypt (Nov. 2012).  
: Training on Human Rights in the senate of human rights (Election 2010), National Democratic Party, Cairo, Egypt (Oct. 2010).  
: IT Essentials: PC Hardware and Software, Cisco Network Academy, Benha University (from Jul. till Sep. 2010).

# CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Apr. 2011 till now
- Employer** : Gandour Egypt (FMCG)
- Job title** : Human Resources Supervisor (Compensation, Benefits and Personnel)
- Job Description** :
- Compensation & Benefits:
    - Maintain and update the salary structure according to yearly salary survey.
    - Create and maintain policies (travel & transportation, mobile, car policy, etc.).
    - Write and maintain the JD's to remove any overlapping in tasks between jobs.
    - Responsible for the end of service reconciliation, redundancy compensation, CSI, benefits entitlement, early retirement, sales / production incentive system.
  - Payroll:
    - Ensure accuracy & update master files for salaries and personnel in the payroll system.
    - Make up monthly integrity reports for reconciliation of monthly payroll compared to the previous month.
    - Collect monthly working statistics (annual vacations, overtimes, absenteeism, deductions, etc.) for company employees
    - Ensure gross salaries are matches with approvals and net payroll totals reconciled with cash disbursements recorded.
    - Revised all changes in any payroll items such as (overtime, salaries, commission, penalties and deduction, etc.).
    - Managing Pay Slips distribution for all Dept. and payroll implementation.
  - Personnel, Social Insurance, Tax Law:
    - Ensure calculation of social insurances & salary tax aligned with Egyptian law.
    - Prepare Reports to Ministry of taxes, social Insurance, emergency fund, Private fund checks.
    - Provide all the needed documentation for the social insurance as well as all the statistic reports regarding payroll earnings.
    - Control and update any changes in the employee files regarding salary change, annual raise, warning letters ...etc. Managing late attendance & deductions .Revise attendance, vacation. Absence and head count report. Monthly absence percentage for Labors.
    - Maintain accurate employee records, such as sick leave, vacation leave, wage rates, etc. and supervise review of personnel files by employees and updating the master data.
  - Labor Relations:
    - Ensure correctness of labor relations (employment) at the company in compliance with current labor legislation.
    - Co-ordinate development of regulatory documents (employment contracts, provisions, notices, factory regulations) in co-operation with Legal department. Responsible to keep HR archive in line with legal requirements and the company guidelines, dealing with labor union & labor strikes & Vigils.

- Budgeting and Reporting:
  - Provide all required budgeting figures related to organization's HR activities & Overheads Budget costs, hires, transfers, turnover rates, etc.
  - Prepare manpower plan and turnover report for Manufacturing and sales headcounts Projects.
- Recruitment: Responsible for supplying the company qualified candidates through (employment fairs participation, vacancies announcement, screening, filtration according to specific criteria, personal interviews) head hunting if required.

**Dates** : From Jan. 2009 till Apr. 2011

**Employer** : Abu Zaid for trading and distribution (Electronics & Home appliances Retail and distribution)

**Job title** : Payroll Specialist

**Job Description** :

- Ensure deep Understanding of all aspects of payroll regarding payroll laws and regulations.
- Monitor and maintain an up-to-date record for all The Company employees' attendance, absence levels in each department and provide statistical data to managers.
- Prepare, monitor and administer payroll on monthly basis in the payroll system.
- Maintain accurate and up-to-date current and historical payroll date of employees and ensure keeping the data in a safe and secure place.
- Prepare and maintain accurate and up-to-date record of all payroll related transactions (overtime, tax, benefits, other entitlements, loans, salary advance, deductions, etc.), and reflect the related financial transactions in the monthly payroll report.
- Process employee data (new hires, changes, additional earnings).
- Process employee Time & Attendance data from the Time system to payroll and reconcile variances utilizing tools in the Time and payroll systems.
- Ensure that payroll is processed timely, accurately, and compliantly.
- Develop in depth understanding of Payroll Database to be able to create Ad-Hoc reports on demand.