

Holds a Bachelor in Commerce (Accounting) and has about 12 years hands-on experience working as HR Coordinator in several projects.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 10/04/1982  
Gender : Male  
Marital Status : Married  
Residence : Giza, Cairo

## EDUCATION

: Bachelor in Commerce (Accounting), Cairo University, 2004

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

: English course.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From May 2005 till now  
**Employer** : Orascom for Construction & Besix, Construction - Egypt  
**Projects** :

- J.V Orascom & Besix the Marian Terminal Ain El Sokhna (from Jun. 2016 till now)
- Army Terminal West Airport – Construction (from Jun. 2015 till May 2016)
- Hurghada International Airport - Road Construction (from Jan. 2014 till Sep. 2015)
- Credit Agricole Egypt Bank in New Cairo (from May 2012 till Dec. 2013)
- Mivida & NBAD & IDWB Bank in New Cairo (from Jun. 2010 till May 2012)

**Job title** : Senior Human Resources Coordinator

- Job Description** :
- Managing and controlling all the HR Functions of Employees.
  - Responsible for structuring HR and Personnel department.
  - Handling all vacations and sick leaves procedures in accordance to Labor Law.
  - Handling all the resignations procedures and following up Check out forms.
  - Responsible for handling government related issues with labor office and social insurance.
  - Open bank account for the new hiring and follow up with the bank representative to receive the bank account.
  - Responsible for processing the Payroll Transactions and send the variables of the Payroll to the head office in Egypt to calculate the salary on the Oracle system.
  - Prepare the payment vouchers and related documents for the different deductions amounts such as taxes, Social insurance amounts, etc.
  - Responsible for the wages of casual employees of the 2 Projects according to the labor law by using system (man-hour) software and hand held machines.
  - Control the attendance of all employees in the time sheets through supervising the time keepers.
  - Prepare the monthly payroll report with respect to all the above mentioned items and send it to the Finance Department for reviewing and to complete the payroll transfer to be sent to QNB Bank to issue salaries for employees.
  - Handling all the travelling and reserve a flight Airline ticket.