

Holds a Bachelor in Commerce (Accounting) and has over 7 years hands-on experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 13/12/1986
Gender : Male
Marital Status : Married
Residence : Alexandria

EDUCATION

: Bachelor in Commerce (Accounting), Tanta University, 2009

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: International Computer Driving License.
: SAP Core Team.
: American Diploma in Commerce Sciences.
: Labor Law, passports and Social Insurance training course.
: International Diploma for Language and Interpretation.
: Social Insurance (GOSI) training course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2011 till Jan. 2017
Employer : Al Yamama for Trading and Contracting, Construction - Saudi Arabia
Job title : Senior Human Resources Generalist
Job Description :

- Senior Human Resources Specialist:
 - Personnel Section Head.
 - Recruitment.

- Follow-up reports of human resources departments (Human Resources Data Analysis).
- Assist Human Resources Manager.
- Senior Accountant:
 - Senior Accountant in payroll section and Settlements (Leave Benefits).

Dates : From Oct. 2009 till Jul. 2011

Employer : Al Hamza Medical Co. for Importing Medical Items, Healthcare, Hospitals & Medical Services - Egypt

Job title : Sales Accountant

Job Description :

- Issuance all kinds bills for customers.
- Customers who have not made their monthly bills and make sure of the reason for not raising the issue and report to their marketing management.
- Follow invoices issued and delivered formally to delegate and follow-up supervisor and delivered to customers and the lifting of any residues in this regard.
- Follow-up invoices issued from warehouse on a daily basis.
- Entry bills by the automated system per day.
- Work on updating customer data periodically.
- Print delegates balances monthly and whenever the need arises.