Moustafa Ahmed Ehssan

Address: Palm City, Katamia Road, Cairo / Egypt.

Personal Information:

Marital Status: Married
Nationality: Egyptian
Date Of Birth: 26/10/1981

• Place Of Birth: Jeddah, Saudi Arabia

Employment:

Smart Cards Application.

Cairo

(2007 to Present)

✓ Personnel Specialist

from 2007 to 2009

Job Responsibilities:

- Receiving the hiring credentials and reviewing the new employees' documentation.
- Responsible for medical check up arrangement for new employees
- Responsible for issuing ID card for new employee
- receiving approval hiring from the manger to make contract from new employee
- Managing and controlling employees attendance and time keeping daily

✓ Senior HR Personnel Specialist

from 2010 until now

Job Responsibilities:

Human Resources Responsibilities:

- Collecting applicants' CVs and creating a poll of candidates.
- Screening CVs and writing notes.
- Build a recruiting plan for all the job vacancies in the company
- Conduct meetings with each department manager to create a job description for each vacancy.
- Conduct first interviews via phone and write notes about every candidate.
- Set second interviews schedule and send it to the department manager.
- Computerizes the second interview evaluation for each candidate.
- Calling candidates for a final interview with the immediate manager and set a schedule for interviews.
- Call the accepted candidates and start to collect their credentials.
- Completing the social insurance form and completing the process with the National Organization for Social Insurance.
- Conduct orientation meeting with the new employees.
- Handling the Health insurance issues for the employees.

- Revise medical invoices and refunds for employees.
- Handling the personal issues for the employees and solving their problems.
- Handling every month attendance sheets and calculates each employee leave's balance.
- Entering, monitoring, and adjusting salary correct calculations and distributions in the monthly payrolls for Permanent.
- Reviews, analyze and checks payroll
- corrections through journal entries or other established procedure
- Follow up with the department managers on the employees' regular evaluation.

HR Personnel Supervisor:

- Supervising for Completing the social insurance form and completing the process with the National Organization for Social Insurance.
- Conduct orientation meeting with the new employees.
- Handling the Health insurance issues for the employees.
- Follow up staff's medical issues such as monthly treatment, medical approval for surgery and monthly medical approval
- Revise medical invoices and refunds for employees.
- Supervising the personal issues for the employees and solving their problems.
- Handling & Revising every month attendance sheets and calculates each employee leave's balance.
- Entering, monitoring, and adjusting salary correct calculations and distributions in the monthly payrolls for Permanent.
- Research and resolve discrepancies of payroll information taken from personnel actions and documentation
- Reviews, analyze and checks payroll
- Work directly with the personnel staff on new hire setups benefit enrollment changes, terminations, payroll adjustments, and other related activities which impact payroll processing

Education:

2018	HR Diploma – Egy Cham
2014	Career in Human Resources Certificate - American University in Cairo
2014	Foundation in Human Resources Certificate - American University in Cairo.
2009	Management Certificate - American University in Cairo.
2008	Social insurance & Labor Law Certificate - American Chamber Of Commerce in Egypt
2007-2008	Humane Resource Certificate - American University in Cairo.

2006 Marketing Certificates - American university in Cairo.

2005 Microsoft office Certificate - YAT Center Education.

2006 English conversations Certificate - American university in Cairo.

1999-2004 BA of Law - Faculty of Law - Cairo University.

COMPUTER SKILLS:

Computer skills: Operating Systems: (Windows 95, 98, 2000), Microsoft Office (Word, Excel

PowerPoint) & internet knowledge. **HRIS:** INFINITY System for HR.

General: Good User of Computer.

LANGUAGES:

Arabic: Mother tongue.

• English: Very Good Spoken, Reading and Written.

PERSONAL SKILLS:

Creativity, Honesty, Patience, Neatness.

- Hard worker and appreciate teamwork spirit.
- Have great ability to work under pressure.
- Organized thinking, Dedication, loyalty.
- Have excellent Communication Skills.
- Have excellent Presentation Skills.

References are available upon request