

- 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:

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| 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