

## **Khaled Hesham**

Senior HR & Payroll Specialist

### **Professional Summary**

Senior HR & Payroll Specialist with over 4 years of comprehensive experience in payroll management, employee relations, and compliance. Proven track record in streamlining HR processes and ensuring labor law compliance. Adept at leading HR initiatives and providing strategic support to management to enhance organizational efficiency and employee satisfaction.

### **Work Experience**

#### **Senior HR & Payroll Specialist**

International Marathon United Technology Group (Military Vehicles Manufacturing) | May 2023 - Present

- Lead payroll and HR operations for a large workforce, ensuring timely and accurate salary disbursement.
- Implemented HR policies and managed employee relations to enhance compliance and engagement.
- Conducted training and development sessions to upskill the HR team and improve process efficiency.
- Analyzed payroll data to optimize payroll processes, reducing errors by 15%.
- Resolved complex payroll discrepancies, ensuring smooth operations and maintaining high employee satisfaction.
- Handling employees' issues and inquiries regarding labor law and policies.
- Managing internal restaurant operations.

#### **Payroll Specialist**

El Amir Group – Egypt | July 2020 - May 2023

- Managed payroll for over 1000 employees, ensuring compliance with tax and social insurance laws.
- Prepared and calculated final settlements for resigned employees and managed payroll documentation.
- Responded to payroll inquiries and resolved issues promptly to maintain smooth payroll operations.

### **Personnel Specialist**

El Amir Group – Egypt | June 2019 - May 2020

- Managed employee attendance and leave records, maintaining accurate tracking and reporting.
- Handled employee penalties and vacation balance updates in accordance with labor law.
- Provided regular reports on employee attendance and compliance.

### **Education**

Human Resource Diploma, egyptcham | September 2024

Human Resource Diploma, Career Lounge | April 2022

B.Sc. Faculty of Law, Helwan University | July 2017

### **Skills**

- HR Management
- Payroll Processing
- Employee Relations
- Labor Law Compliance
- Data Analysis
- Advanced MS Office (Excel, Word, PowerPoint)