



Cover

Dear Sir,

I read with interest your posting. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 9 years of progressive experience in the Human Resources field. My professional history includes positions such as Human Resources Assistant Manager at RUDIS Middle East company, as well as Payroll coordinator at ABC Bank" Arab Banking Corporation", Personnel clerk at Concorde El Salam hotels and resorts.

Most recently, hoping that my responsibilities as Human Resources Assistant Manager matches the qualifications you are seeking. My responsibilities included, Works close with HR and admin manager, prepare all reports needed by management, Preparing and submitting the monthly payroll and reviewing it with my line manager before submitting the salaries for the employees. I assisted in the successful of project managing and completion of controlling the attendance and salaries calculation for our technicians working in remote areas during the project period and organizing their official working permits, also handling their housing and transportation and other personal requirements. My supervisor also relied on my ability to be the link between the management and the projects managers and realize their requirements, also participating in the budget meeting for year 2018.

I have attached my resume for your review and I look forward to speak with you further regarding your available position.

Job Summary

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies and procedures, programs, and practices.

Personal Data

- **Full Name:** Mohamed Nasr Mabrouk Sayed Mohamed.
- **Birth date:** 30/11/1985
- **Marital status:** Married.
- **Nationality:** Egyptian.

Contact Information

- **Mobile – Egypt:** 00201100077805
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- **Facebook :** <https://www.facebook.com/mnmsm55>

Education

- **BA of Commerce in Economics of foreign trade**
At HELWAN University, year 2008.

Professional Experience

1-From May 2013 to 23/07/2018: Human Resources Assistant Manager at RUDIS Middle East. Dammam, Saudi Arabia.

Main Responsibilities:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results.
- Managing and monitoring the monthly payroll paying system and submitting the salaries for the employees.
- Uploading the payroll on WPS (Wages protection system).
- Applying company's policies and procedures.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends.
- Recommending benefit programs to management.
- Participating in the company budget meetings.
- Managing employees' relations.
- Maintains management guidelines by preparing, updating, and recommending human resources policies and procedures.
- Managing and monitoring the calculation and submitting of the over time for the eligible employees.

- Managing and monitoring the updates of employees' records.
- Receive the evaluation results from employees' managers.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Renewing employees' contracts.
- Controlling GOSI online account services.
- Controlling MUQEEM online account services.
- Controlling ministry of Labor online services.
- Managing the employees termination process and ensure that all legal procedures are followed.
- Monitoring the travel allowance payments for the employees if there.
- Controlling MOFA online services.
- Responsible of selection, screening and filtering the applying candidates.
- Works close to general manager.
- Prepare all reports needed by management.
- Managing and monitoring the renewal process of the company's certificates (Commercial registration, Chamber of commerce, Saudi Arabia General Investment Authority, Municipality, General organization for social insurance).

2-From September 2010 to January 2013: Payroll Officer at Arab Banking Corporation. Cairo, Egypt.

Main Responsibilities:

- Preparing and submitting the monthly payroll and reviewing it with my line manager before submitting the salaries for the employees.
- Calculating and submitting the over time for the eligible employees and the service staff.
- Preparing and submitting the bonus for the eligible employees.
- Keeping employees' records.

- Follow up the life insurance for the employees and responsible for the payment of it quarterly.
- Following up the employees who are in the probation period.
- Renewing the contracts for the employees who have a limited contract period.
- Issuing the checks for the other banks and governmental offices.
- Issuing the staff loan for the eligible employees.
- Preparing the incident reports.
- Issuing the credit cards and its limits for the eligible employees.
- Opening new acc. For the new hired employees throw version 8.
- Performing transactions throw version 8 which is equivalent to the branches system.

**3-From June 2010 Human Resources Coordinator at YKK -
to September Egypt.
2010: 10th of Ramadan, Egypt.**

Main Responsibilities:

- Responsible for the Social Insurance system to be applied to all Egyptian employees, and maintains accurate pension retirement records as per the Egyptian labor law and policies in this concern.
- Ensuring that all military obligations and certificates are submitted and updating the military service record accordingly.
- Following up on the percentage of the handicapped as per the Egyptian Labor law.
- Responsible for termination of employees and ensure that all legal and correct procedures are followed and that all terminations are registered.
- Works close with Human Resources manager.
- Responsible for applying local work permit for all nonresident and foreign ners employees.

- Responsible to execute and follow up the right procedures for contracting with foreign employees, their work permit, licenses, residence permits.
- Prepare all reports needed by management (man power report, accident and incident reports, manning Guide report.
- Responsible for all the hiring process of the new employees.
- Responsible for calculating the over time for the eligible employees.
- Responsible for calculating the travel allowance for the employees.

4-From September 2008 to June 2010: Personnel Clerk at Concorde El Salam hotels and Resorts. Cairo, Egypt.

Main Responsibilities:

- Arrange interviews appointments for job applicants.
- Responsible for the Social Insurance system to be applied to all Egyptian employees, and maintains accurate pension retirement records as per the Egyptian labor law and policies in this concern.
- Control employee locker keys and post notices and important information on the various staff bulletin boards.
- Ensuring that all military obligations and certificates are submitted and updating the military service record accordingly.
- Responsible for follow up all employees which have health certificates to renew it before expire date.
- Following up on the percentage of the handicapped as per the Egyptian Labor law.
- Responsible for termination of employees and ensure that all legal and correct procedures are followed and that all terminations are registered.
- Receives timesheets, status change forms, leave of absence forms, overtime requisitions etc.
- Post payroll information.

- Prepares payroll changes and corrections.
- Works close with personnel manager.
- Responsible for applying local work permit for all nonresident and foreigners employees.
- Responsible to execute and follow up the right procedures for contracting with foreign employees, their work permit, licenses, residence permits.
- Responsible for the hotel licenses, legal affairs, investigations, and reports for the authorities and the management.
- Prepare all reports needed by management (man power report, accident and incident reports, manning Guide report).

Training Experience

From July 2007 to August 2007: Summer intern at QNB. Cairo, Egypt.

Achievements

Professionally

- Selected as employee of the month from Concorde El Salam hotel board of directors on February 2010.
- Promoted to HR Supervisor at RUDIS Middle East on January 2016.
- Sold our assets used in a project with a price higher than its book value in 2017.

Personally

- Awarded as the top scorer of the Egyptian basketball league year 2006.
- Awarded the cup of sports ethics for the Arab universities championship in Jordan year 2007.
- Team leader (Captain) for 6 years for the basketball first team in TERSANA club.

Certificates and Training

- October 2010 : Human Resources diploma at YAT certified from Cambridge University.
- June 2012 : Writing reports and proposals at AMCHAM.
- March 2011 : Income tax law at AMCHAM.
- March 2011 : Anti money laundry at Egyptian banking institute.
- December 2011 : Effective time management at Logic training center.
- November 2011 : Financial planning and budgeting at AMCHAM.
- November 2008 : Basics of social insurance at National Organization for Social Insurance.
- April 2008 : Stock market “ COMMET” at Cairo University
- April 2007 : International business correspondence at Helwan University.

Personal Skills

- Leadership
- People oriented
- Have the team spirit
- Details oriented
- Working under pressure
- Problems solving skills
- Negotiation skills
- Analytical skills

Tools & Technologies

- Microsoft Office
- SAP & Oracle
- Internet and search engines
- Office equipments & Mac

Languages

- Arabic Native.
- English: Very good.
- French: Fair.