



Fouad Mohamed Galal

Senior Personnel & Payroll Specialist

Searching for an opportunity in a challenging position in a Leading companies where my background, experience, presentation, and interpersonal skills may be used and developed.

Fouadmohamedgalal@gmail

01146270803

Ahmed Oraby - Mohandseen - Giza

7-1-1997

WORK EXPERIENCE

Group Senior Personnel & Payroll Specialist

10-2023– Present,

Makaseb Marketing Agency – **Arbah** for Accounting Services – **4tel** for (Customer Support- Software Services)
Exacall for (Customer Support- Software Services)

Personnel & Payroll Specialist

Al-Hakeema for Healthcare & Masr Pay for Payment Solutions

03-2022 – 10-2023,

Achievements / Tasks

- » Process and maintain personnel records and files. by following up the employess credentials completion and developing personnel files for newcomers to ensuree adherence to the personnel filing system.
- « Keep good relations and communication channels with concerned governmental authorities (Labor Office and social Insurance Ooffice)
- Responsible for preparing the monthly payroll data, Manage & update the employee's files on Odoo.

Personnel Specialist & Medical Account Administrator

Transsion Mobile

3-2021, 3-2022

- Dealing with all governmental facilities.
- Responsible for all insurance process with its paperwork Needed (form 1,2,6).
- Responsible for (Medical IDS , Transactions , approvals, reclaims, etc.).

Personnel Specialist (Internship)

Hebish factory for Plastic Pipes

11-2020, 1-2021

- Dealing with all governmental facilities.
- Responsible for all insurance processes with its paperwork needed (form 1,2,6).
- Archiving employees' fillies
- Responsible for monthly attendance
- Dealing with all governmental facilities.

Personnel Specialist (Internship)

Dar El Fouad Hospital

04/2020 - 09/2020

Technical Skills

- Odoo User – Mawared – Mena tech- Mohr - Kayan
- Microsoft Office
- Outlook
- Excel
- Power BI

SKILLS

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Communication Skills

CERTIFICATES

Data Analysis (Excel- Power BI)
Certified from IMP (Institute of management Professional) (September 2024)

Personnel Management Diploma Application
From Pro Serv Training Academy Certified by HR Certification Institute (HRCI) (November 2022)

Full HR Diploma
Certified by Russian Culture Center (May2020)

English Conversation Course
British council (2015)

EDUCATION

Bachelor of: Tourism and Hotels -
2018 Helwan University

Military status: Finished.

Marital Status: Single.

LANGUAGES

Arabic
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English
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