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CURRICULUM VITAE



Date of Birth	03November 1985
Nationality	Egyptian
Marital Status	Married
Religion	Christian
Experience Level	+6Years
Availability	30 Days Notice Period

Objective

- Highly motivated with a flexible approach in a time-sensitive environment to respond quickly to unanticipated high workloads, events and emergencies.
- To assertively and aggressively gain personal recognition, status, prestige, and worth by augmenting through professional development and inspire/execute success for self and the team, while respecting cultural, moral and religious ethics.

Job Profile:

- Self correspondence.
- Good analytical skills with self motivation.
- Interacting with all departments as well as the staffs
- Interesting to take responsibilities and doing additional task being Quick Learner.
- Honest and sincere in dealing with the customers and colleagues.
- Happy and satisfied by doing the job 100%.
- Planning, organizing, delegating, receiving and giving feedback.
- Self hospitality Maintaining.
- Strong organizational skills, detail oriented, and the ability to handle multiple priorities.

Work Experience

During the work period in Certis security services LLC Dubai (DXB)

- Worked as HR / Payroll Officer (2011 till now)

Duties & Responsibilities

Position:

HR / Payroll Officer :

- Preparing necessarily documents for the work permit for the new staff
- Checking through MOL system for the approval and submitting list with the approved staff details to accounts for processing the payment for the new recruits
- Following up with the new visa process and all the steps required in obtaining the visa, and handling all related issues which arise from the government side
- Preparing new list of all new staff which entered the country
- Submitting all the required documents to the typing centre for printing the Emirates ID









- Arranging all renewal visas staff to go through the process of renewal
- Preparing cancellation list for all the staff under termination or non renewal
- Raising absconding cases with the authorities for all the runaway staff of the company and arranging for the cancellation process outside the country or in the absence of the staff.
- Arranging for the Company Trade License renewal – once a year
- Coordinating with the competitive authorities in arranging all the labour contract modifications as per the demands
- Executing all policies and procedures pertaining to payroll administration and processing
- Processing monthly and hourly payroll to ensure timely and accurate payment for all the employees.
- Verifying time reports, update, compute and maintain up-to-date leave accrual.
- Interfacing with staff in Administration teams to verify employee funding, appointment actions, appointment durations, plus resolve salary and pay discrepancies.
- Calculation of hours worked by examination of time cards, time sheets, or electronic media. Prepares deductions for authorized and mandatory deductions, data on hires, terminations, and wage adjustments.
- Knowledge about WPS, and all aspects of payroll processes and maintaining up-to-date payroll records in ERP software (Core).
- Prepare and process final settlement of separated staff.
- Maintain employment records and individually handle HR related queries.
- Maintain employees leave records, Leave calculation/Leave rules
- Responsible for payroll for 3 branches (Ajman – Dubai – Abu Dhabi) of company (Employee Capacity 2000 : 3000 Employee)

Education

1. High School
2. Bachelor of education Math Department

Professional Skills

IT

-  Excellent coordination and communication skills
 -  Team player and team motivation skills
 -  Good analytical and problem solving skills
 -  Adaptive and ability to work under pressure
 -  Efficient multi-tasking skills
 -  Time management and organization skills
 -  Good negotiation skills
 -  Pursuance of excellence
- MS Office
 - Computer basic software
 - Tally
 - Core ERP system
 - EDNRD system
 - Adobe creative suite
 - Knowledge of SAP

Languages(Read, Write & Verbal): Arabic,English