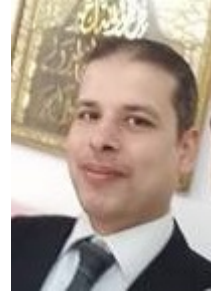


I'm Mohamed Salah
Hr
Arabia Inform Company



Personal data

Name / Mohamed Salah abdo El-Sayed
Date of Birth / 15/3/1981
Address / 46 El-Borj Street - Al-Barajeel Giza
Marital status / married
Military service / Exemption
Telephone /01012674656 / 01286967436
E-mail / Mahamedwar@gmail.com *

Education

- * Bachelor of Commerce, Cairo University, Accounting Department
- * Qualified Technical Institute over the average trading Shoubra
Estimate: Good
Batch: 2002
- * Pass the competition for the preparation of graduates of the central business institutes under the supervision of the Supreme Council of Universities magna cum laude 2002

Training courses and experiences

- * Training of the National Bank of Egypt capital Branch for a year
- * Worked in the Egyptian Company for Services and Information Systems since August 2007 as a financial accountant for a year and a half, then moved to the head of the Personnel Affairs Department in 2020.
- * Work in Arabia Inform as a human resources manager so far.
- * Member of General Union for trading Division of Accounting and Auditing.
- * Monitors the labor legislation and implements required changes to keep the process compliant
- * Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and labor relations; completing personnel transactions.
- * Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human

resources management system software.

Professional diploma in human resources.

Diploma of personnel affairs.

Workshop in job planning and job description.

A workshop in managing the personal interview.

Pass a course in business development and human development (Medex International)

Functional skills

Proficiency in working on all attendance and departure programs and calculating monthly salary entitlements.

- The ability to build a database of employees.

Proficiency in dealing with electronic fingerprint devices of all kinds.

Familiarity with Labor Law No. 12 of 2003 and Insurance Law No. 148 of 2019.

Experience in dealing with external parties such as insurances and labor offices.

Experience in the field of human resources, including recruitment, testing, training, training and other field applications.

- The ability to study and plan an office information system for the facility.

Computer and language

- * Good experience in the use of program attendance & Payroll, Odoo ERP.
- * Proficiency in the use of computer POWERPOINT / ACCESS EXCEL / WORD /Microsoft Power BI
- * Proficiency in the use of the Internet
- * Page and the work of research and to receive and send e-mails
- * Good English language proficiency
- * mother language is Arabic

OBJECTIVE

Seeking a challenging career in the administrative field within a well-established organization,

Where I can apply and enhance my professional background, skills, and experience.