

Saif Alaa

Abdeen, Cairo, Egypt | Phone: 0112 7776844 | Email: Saifalaamoh0@gmail.com

Professional Summary

Dedicated HR professional with strong experience in recruitment, employee relations, onboarding, and co

Education

Bachelor of Commerce and Business Administration

Helwan University – Cairo, Egypt

Graduation Year: 2021 | Grade: Good

Specialization: Business Administration

Professional Experience

- HR Coordinator – Refaaay Restaurant Chain – Cairo, Egypt
- June 2022 – December 2023
- - Managed and processed monthly payroll for over 200 employees, ensuring accuracy and compliance
- - Coordinated with finance for timely salary disbursement, bonuses, and deductions.
- - Maintained employee compensation records and resolved payroll-related issues.
- - Oversaw insurance and tax submissions in accordance with Egyptian labor regulations.
- - Supported internal audits related to payroll and HR documentation.
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- HR Payroll Coordinator – Zaki Group – Cairo, Egypt
- January 2024 – Present
- - Manage end-to-end payroll processing for all company employees, ensuring compliance with tax and l
- - Handle salary changes, overtime, bonuses, and deductions in collaboration with the HR and finance d
- - Resolve employee payroll inquiries and ensure confidentiality of payroll data.
- - Prepare payroll reports and coordinate with auditors during reviews.
- - Oversee government submissions related to insurance and taxation.
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Skills

- Recruitment & Onboarding
- Employee Relations
- Labor Law Compliance
- Payroll & Benefits Administration
- Training Needs Assessment
- Microsoft Office (Word, Excel, PowerPoint)
- CRM Tools
- English - Proficient