

Mohamed Rashad Hassan Ali Yassin

Address 1: El Hablawy St. Manyal El Rawda, Cairo, Egypt.

Address 2: 130 El shrouk city, Cairo, Egypt.

Address 3: 10 Ahmed Shawky St. Shoubra Al Khaima, Cairo, Egypt.

Mobile: 01061100505

E-mail: m.rashad1911@gmail.com

Working Experience:

- 1-Aujan Coca-Cola** - 10/2022 till now
- 2- Ramac Egypt-** 2/2022 to 9/2022
- 3-Delta Medical** - 7/2014 to 31/1/2022
- 4- Gandour Misr-** 1/2011 to 6/2014
- 5- Egypt 7000 Travel** - 2006 to 2010

Senior Human Resource Specialist

1. Government Relations Officer

- Completion of all procedures and issuance of licenses for industrial control
- Completion of all procedures and issuance of licenses for export and import control
- Termination of all procedures related to the Investment Authority
- Termination of all procedures related to government agencies and ministries

2. Personnel Affairs Officer

- Responsible for the employees' insurance file starting from the first working day until the last working day
- Create a database for all employees of the company
- Create an insurance file for each matching employee
- Complete form 1/6 for each employee
- Fulfillment of Form 2 Social Insurance
- Create a database for company records
- Receiving and review all hiring documents from the new hires.
- Arranging employee's files, create and re-new the employment Contracts.
- Responsible for hiring & Exit insurance forms.
- Ensure that all documents in the employees' files comply with documents needed as set by the labor law and social insurance.
- Visiting and finalizing social insurance forms at social insurance bureau.
- Follow up on the Process of completion of Form 1 & 6 for hiring/resign/terminated

- Prepare form 2 for the Company and the clients' Employees as well, by comparing Between the company system and social insurance system, recommended settlement according to the Social insurance law.
- Follow Egyptian Labor law amendments and ensure to activate it on the operation system.
- Follow up issuance and renewal of government health certificate.
- Follow-up of the probationary period
- Follow-up attendance and departure
- Follow-up of resignations and procedures in all their cases
- Handling and follow up with the operation process.
- Responsible for contracting for external companies (Transportation companies - private medical insurance companies - external recruitment companies (Outsource)
- Follow-up of employee contracts
- Follow up the balance of vacations.
- Follow-up investigations and their consequences
- Follow-up of government payments

Education:

- **Bachelor's degree:** Faculty of Management Systems and Information and Management Sciences (Class 2011).

Courses:

- HR world: Personnel Course.
- EBS: HR Diploma
- Communication Training
- Occupational Safety and Health (Civil Defense)
- ISO 14001
- Payroll Course (in progress)

Personal Information:

- **Date of Birth:** 4 Mars 1984.
- **Place of Birth:** Cairo.
- **Nationality:** Egyptian.
- **Military:** Completed