

# ESLAM NASR HASSAN

## Human Resources (HR)

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Phone: 01146423209

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### CAREER SUMMARY

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Human resources for ٦ years of experience who is well versed in payroll, social insurance including payment insurance, attendance, departure, fingerprinting, related programs, and vacations. I am looking to continue developing as well as I can.

#### Work Experience:

#### **Egyptian group for engineering consultants**

from 02/2018 - 1-2020.

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- ⇒ entry Data and Office secretary.
- ⇒ Responsible for keeping files and letters related to projects.
- ⇒ Responsible for employee files and Maintain it hard and soft.
- ⇒ Responsible for employees' social insurance and related insurance, payment, sending work stubs, and submitting insurance forms ١, ٢, and ٦.
- ⇒ Responsible for collecting checks, depositing them in banks, reviewing them, and ensuring their collection.

#### **Infra misr for consultants**

from 1-2020 till now.

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- ⇒ Responsible for employees' files and storing them in hard and soft files.
- ⇒ Responsible for employees' social insurance and related matters, including payment insurance, sending work stubs, and submitting insurance forms ١, ٢, and ٦.
- ⇒ Responsible for the movement of employees (delegates) and responsible for dealing with banks and receiving and supplying checks with customers.
- ⇒ Responsible for attendance, departure, fingerprinting, related programs, and vacations.
- ⇒ Responsible for creating the electronic invoice and submitting it on the site, and dealing with issuing the electronic seal, implementing it, and renewing it.
- ⇒ Responsible for the company's legal papers, issuing them, working on the C.V., and renewing and updating its information.

⇒ Responsible for following up on tenders, paying their insurances, and following up on recovering their insurances from the agencies.

⇒ Responsible for collecting checks, depositing them in banks, reviewing them, and ensuring their collection.

Assisting the accountant in submitting electronic invoices, recording expenses, the company treasury, and submitting invoices and financial claims (in his absence).

### Professional Qualification

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٢٠١٢- ٢٠١٦ Taiba Academy for Management Information Systems

⇒ bachelor's degree in business information systems.

### Attributes

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- Possess effective communication skills, interpersonal skills, people management skills this supports managing people of different levels and background efficiently.
- Strong analytical, problem solving mind, good strategic planner.
- Highly positive attitude, adaptable to demanding situations.
- Strong intuitive power, clear vision and farsighted with capabilities to provide solutions.
- Keep up dated constantly, good learner.

### Personal Details

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Date of Birth: 24th September 1994, engaged

Language Proficiency: Arabic - full professional

: English - good.

### PROFESSIONAL SKILLS

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Organization 

Dedication 

Responsibility 

### Personal SKILLS

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Word 

Data entry 

Power point 

Excel 