

Mohamed Abdelkream Mohamed

Human resource Specialist

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A goal-oriented HR Specialist with Three years of experience in Payroll and personnel matters, helping with employee payroll, working on the HR information system, working on recruitment and blue-collar selection, and through this learning an HR diploma, and increasing knowledge in the field is all I've hit.

Work History

07-2023-Current

Senior Hr payroll and Personnel Specialist

Arabian Vision

- Preparing and processing payrolls and tax reporting and records
- Complying with all applicable national laws and, in particular, those related to employment, insurance, and tax
- Recording and maintaining the attendance and leaves of the company's employees
- responsible for the medical insurance file, additions, deletions, refunds, follow-up approvals, and all related to the medical insurance
- following up with employees' contracts, renewals, resignations, and hiring document

2022-01 – 07-2023

Human Capital Specialist

SESCO Trans For Developed Logistics, Alexandria

- Analyzed issues and employed improvement processes.
- Maintain records of personnel-related data (payroll, personal information, leaves, etc.) in both paper and database and ensure all employment requirements are met
- Schedule meetings, interviews, HR events, etc.
- Recruit Blue Collar (Drivers, Technical, Security guard, Operation)
- Follow up on Labor Office, Insurance, and Health insurance.
- Working on Hrs. (Mena ME) with all functions and Helping employees if any problems with the Application
- Perform orientations, onboarding, and update records with new hires

2020-04 - 2021-12

Human Capital Coordinator

SESCO Trans For Developed Logistics, Alexandria

- Supported HR functions with an emphasis on record keeping, data entry, and general HR tasks.
- Assisted management staff in annual year-end processes and data audits in the system Mena- Me
- Captured key feedback from employees during exit interviews.
- Reviewed human resources paperwork for accuracy and put it in employees' files.
- Assisted with the recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in the interview process, and drafting offer letters.

2020-02 - 2020-03

Human Resources Coordinator

DAR Elashaa, Alexandria

- Assist with payroll
- Assisting in recruitment and interview processes
- Create and submit reports to senior management

Education

2014-07- 2018-07

- Faculty of Commerce English Section (Business department-HR section)

Alexandria University - Alexandria

Certifications

2021-08- 08-2023

- Diploma of Human Resources Management

Arab Academy for Science, Technology, and Maritime Transport

Workshops

- **Workshop in Payroll & Personnel:** *My instructor is Mr. Eslam Barakat help me to understand Egyptian Labor Law, Insurance Law, Payroll effects, Tax calculation, and all functions in payroll and personnel*
- **Workshop in person ology:** *In the Faculty of Arts Department, Psychology section, character analysis talks about analyzing traits through the face*

Skills

Employee relations

Human Resources Information Software

Teamwork and collaboration

Scheduling

Proactivity

Advising

Software

Mena_ Me: It is an employee program that helps me with salaries, follow-up on attendance and departure, and extract all reports related to employees

Languages

English

Very Good

Interests

Art: During college, I owned my atelier, and I used to paint, and I used to Sketch people on the street.