

DINA ABDELAZIZ MANSOUR

PAYROLL & PERSONNEL SPECIALIST

CONTACT:

ADDRESS:

Nasr City, Cairo

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Marital status: Single

Date of Birth: 21/01/1996

SKILLS

Computer:

- Microsoft office: Excellent
- Analytical and Critical Thinking
- Forecasting
- Workflow Analysis

Language:

Arabic: Native

English: Very good

EDUCATION

Damietta University

Faculty of Commerce - Accounting

[2015-2019]

Grade: Good

CERTIFICATE

- 2022 HR Diploma at HR Winner
- 2021 Payroll Certificate at HR Winner

WORK EXPERIENCE

Nasps

PAYROLL & PERSONNEL SPECIALIST

[19/01/2020 – 15/08/2023]

- Revise employee attendance in all department, processing the attendance records, overtime and other documents needed System
- Ensure the documentation of all related actions such as penalties, deduction, transfers and promotions
- Update manpower data after hiring and resignation.
- Preparing HR letters to open a bank account for new employees. Responding to payroll related inquiries and resolving concerns Address issues and questions regarding payroll from employees.
- Ensure employee information and changes in employment status are up to data in the HR internal system.

As A Personnel Team:

- Preparing and updating employee files
- Completed hiring on the system and update the employee's data.
- Preparing an insurance file or new employees
- Follow up on the expiration of the Probation period and work contracts on the specified dates.
- Conducting exit interview
- Create leaves, missions and excuses for employees on the system.
- Preparing form 6 for the resigned employees.

Al-Ola Company for Medical Supplies

HR Admin

[19/05/2019 – 12/01/2020]

- Supervise new employee onboarding, prepare offer documentation, and conduct orientation sessions
- Keep a track record of leaves such as sick or maternity.
- Update company policies and FAQ Documents in lieu of Director/VP of HR. First point of contact with employees on HR-related issues and insurance vendors
- Update, maintain, and present reports with KPIs such as turnover rates and hires by each department
- Assist payroll department by providing employee information on leaves and employee benefits