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|  | **Emad Ishak Fayez**  **26 Abdel-Hay Hegazy St. - Nasr City –Cairo**  **01281167675**  [***eng\_emadishakfayez@yahoo.com***](mailto:eng.emadishak@yahoo.com)  [***emadishak1984@gmail.com***](mailto:emadishak1984@gmail.com) |  |

***Education***

**B. A. of Management Information System, 2005.**

**Al- Alson Higher Institute of Computer Science.**

**Graduation Grade:** Very good

**Final Project Grade:** Excellent

***Work experience***

* **Human Resource Specialist –** Italian Hospital from (Jan 2018 till now).
* Capture fingerprint for the new employees and upload it on all Hospital fingerprint machines.
* Review monthly attendance and leaves report including overtime, working days, deductions, sick leaves and official vacations that will reflect on employees’ salary and manage vacations yearly settlements.
* Examine employees’ files to answer inquiries and provide information for personnel actions.
* Record data for each employee, including such information as addresses, weekly earnings, absences, and dates of and reasons for terminations.
* Ensure all employees database is up to date, maintaining and updating Filling system to ensure compliance with company policies and governmental regulations and ensure that documentation is easily accessible.
* Review monthly attendance and leaves report including overtime, working days, deductions, sick leaves and official vacations that will reflect on employees’ salary.
* Review all employees’ issues like complaints, feedback, HR letters, bank loan requests, inquiries, and salary related issues and make sure that requests are handled and responded on time.
* Process monthly payroll and monitoring all factors affecting the payroll including sick leave, vacations, overtime, new hires, and resignations reports.
* Maintain proper relationship & communication with all governmental associations (social insurance offices, labor office, & medical insurance authority) and ensure compliance to governmental and Egyptian labor law standards. Make sure that all governmental employees’ records are up to date.
* Ensure that all documents in the employee file comply with the documents needed as set by the Labor Law and Social Insurance.
* Monitor staff annual and sick leave balances to maintain the full compliance with the Egyptian labor law and leave policy
* **Assistant Restaurant Manager –** KFC (Americana group) from (May 2015 till Decamp 2017).
* **Central Cashier Office & Customer Service Manager –** Carrefour Tiba Mall (MAF Group) from (Jan 2014 till May 2015).

# Assistant CCO Manager – Carrefour Tiba Mall (MAF Group) from (November 2012 till Jan 2014).

# Supervisor CCO (Central Cashier Office) – Carrefour Tiba Mall (MAF Group) from (August 2011 till November 2012).

# Cashier – Carrefour Market MAF Group (MAJID AL FUTTAIM HYPER MARKET) Opening Team (Tiba Mall) from (June 2011 till August 2011).

# Branch Manager – Time Trade (Swiss watches service center) from (March 2010 till June 2011).

# Sales Representative – General Commerce Company (GCC) from (November 2006 till March 2010).

# Accountant – General Commerce Company (GCC) from (August 2005 till November 2006).

# Counter – Egyptian American Medical Laboratory from (February 2003 till August 2005).

***Courses***

* English course
* HR course
* Microsoft Office Package ( Word , Excel, Access , PowerPoint)
* ICDL course

***Language Skills***

* English : Good (speaking-reading-writing)
* Arabic : Native

***Computer Skills***

* Microsoft Office Package (Word, Excel, Access, PowerPoint).
* Very good user of internet.

***Personal Data***

* Gender : Male
* Date of Birth : 25/8/1984
* Marital Status : Married
* Nationality : Egyptian
* Military Status : Exempted

***References are furnished upon request.***