

Ehab Ahmed Ibrahim Mohamed Salem

Moharm Bek - Alexandria

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worker with high motivations, ambitious, can work independently or among a team, have self-confident, enjoy challenges and eager to learn new stuff.

My aim is to seek a career opportunity to be an effective member in a successful organization in the field of Human resources and, where my knowledge could be enhanced especially with the new trends, with an opportunity to grow in future

Professional Experience

A2Z Lingerie

12/22 - present

HR Section Head

- Handling all employees' Attendance & leaves.
- Responsible for Calculate & Manage all Payroll Activities (Calculate the monthly income tax, Social Insurance and Emergency Fund for Labor Law, calculate final settlements for resigned or terminated employees, Calculate, keep and follow salary, bonus, reward, overtime, additional benefit records of all personnel)
- Responsible for Calculate monthly commissions and bonus for all employees
- Responsible for resolving any queries or issues related to payroll.
- Dealing with the medical insurance organizations to issue & Renewal Medical Ids.
- Responsible for annual Increase to all employees and appraisal result calculate
- Design company policies and procedures
- Update organization structure when needed
- Responsible for admin staff
- Responsible for update all HR forms &HR letters
- Responsible for handling all personnel & payroll team and training all new commers to the team
- Writes job descriptions or reviews and edits job descriptions
- Coordinate training events and keep track record of all training sessions and budget
- Handle employee relations issues, grievances, and disciplinary actions.
- Supported to recruitment processes and interviews

A2Z Lingerie

05/21 - 11/22

HR Generalist

- Responsible for Receiving, Collecting and analyzing employee data.
- Create and updating employee files.
- Participating in recruitment and filtering processes.
- Follow up probation periods to proceed with termination if required.
- Managing employee complaints.
- Communicating policies pertaining to Human Resources, compensation, and benefits.
- Manage the process of employee termination and suspension (resignations, end of contract...etc.) employees.
- Dealing with the medical insurance organizations to issue & Renewal Medical Ids.
- Communicate with concerned governmental authorities; this includes the Labor Office and Insurance Authority in order to avoid any penalties that can be imposed on the company.
- Ensure issuing all governmental monthly and periodical payments checks on time .
- Administer termination procedures by exiting terminated employees out of the system and accomplish required documents and make financial Settlement and papers to ensure updated and accurate employee database.
- Investigate employee relations issues &work to ensure human resources decisions are consistent and

fair

- Handling the company's legal issues.
- Following up on Renewal of Contracts
- Participating in the job analysis and the job description for all positions

A2Z Lingerie

09/19 - 04/21

General Accountant

- Prepare daily cash flow report, monitor cash balances and process bank transfers approved by CFO.
- Consistently analyze financial data and present financial reports in an accurate and timely manner.
- Assist with the administration and review of all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Auditor branches (Stores accounts)) Cash -Expense- visa- Bonus- deposits- Return).
- Cordiant with Hr Dept, to Reviewing Monthly Salaries.
- Accumulated and suspended payments shall be submitted to the head of accounts for review.
- Revision invoices local suppliers and enter Accrual for system.
- Processing deposits, payments, and withdrawals and writing checks or money orders.
- Compiling general journal, general ledger and analytical books monthly.
- Perform other duties as requested by the CFO.

Alexandria Businessmen Association

11/18 - 08/19

Accountant

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Keeping a check on the company's finances based on financial status.
- Managing income and expenditure accounts.
- Update accounts receivable and issues invoices.
- Update accounts payable and performs reconciliations

Alexandria Businessmen Association ☎

12/17 - 11/18

Financial Controller

- Financial Auditing on branches per Month.
- Auditing on Treasury accountant.
- Revision Monthly Medical Report.
- Revision all Cash out Process

Education

Alexandria university

09/11 - 05/15

Bsc Commerce

Computer & System Skills

- Very good computer skills(ICDL. Office, 2017,2019,2021)
- Odoo (HR)
- Erp System (ABA)
- Retail pro (accounting)
- Quick books
- Commercial Excel

Key Skills

- Helping Each Other and Our Teams during Times of Change.

- Problem solving skills and ability to learn.
- Ability to learn new software applications.
- Ability to handle tasks priorities and Good organizing skills.
- Good spoken and written communication skills.
- Able to work accurately, with good attention to detail.
- Ability to work in different environments.
- Has complete awareness of effective time management.