



# Nahed Nazaka Saad Toma

SR. HR PERSONNEL AND BENEFITS

📍 El Hadaba El Wosta – Mokattam

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## PROFILE

**Outgoing and enthusiastic Benefits Specialist with over seven years of experience. Extensive experience in administrative and project support for approximately 450 employees in 16 locations in Egypt. Knowledgeable in data entry, attendance reports, social insurance, labor office, medical insurance, payroll, letter offer, contract, announcement.**

## RELEVANT SKILLS

- Extensive experience providing benefits information to large teams in multiple locations
- Track record of accurate review and approval of all benefits enrollments and transactions in ADP
- Up to date on company benefits program offerings and plan requirements and how they work
- Skilled in both written and verbal communication and able to clearly explain benefits packages to staff

## EDUCATION HISTORY

- Cairo University, Faculty of arts, 2006-2007
- Advanced Excel, October 2021.
- Advanced HR Diploma, from May 2022 till present
- Finished Custodians Course held by Misr for Central Clearing, Depository and Registry.
- "Professional Market Trader" at EG-FINANCE & the Egyptian Exchange.

## WORK EXPERIENCE

*Jun 2021- Present*

### SR. HR PERSONNEL AND BENEFITS

#### Solera Energy Solutions

- Maintaining employee records, review all employment documents and ensure compliance with the labor law and keep updated filing system for employees.
- Responsible for personnel activities and dealing with social insurance authorities and labor office.
- Handling employees inquiries and conflicts.
- Prepare Job offer and follow up with the selected candidates during and after procedures.
- Provide salary scheme for the newly hired employees in accordance with the 'Grading and Salary Structure.
- Recording leave requests and track vacation balances.
- Processing attendance to ensure accurate record keeping and proper deductions in the payroll.
- Informing all employees about the policy changes.
- Responsible for contract renewals.
- Prepare and review compensation and benefits packages.
- Administer health and life insurance programs.
- Follow up on any returned Social Insurance file and inform their employees accordingly.
- Implement medical card for new hires and renew contract.
- Follow up claims, chronic medication and per-approvals.
- Revise medical invoice and gave it to the finance department.
- Issue premium card for those who completed one year in the company.
- Revise Premium Monthly installment.

## **Wellspring Egypt**

- Responsible for part timers payment twice per month and the staff deductions and appreciations.
- Managed all payroll process in high sessions with amounts reached EGP 500,000 Monthly.
- Collect all payment camps and transfer it through the bank.
- Coached a full system for payroll and standard budget for all camps.
- Opening bank accounts for all new freelancers.
- Disturb the cash payment on our freelancers who didn't have bank account.
- Coached a full system for the freelancers policy which affected positively the company direct.
- Responsible for making all budget forecast and actual budget for each camp.
- Professionally created a complete recruiting system.
- Following on all the sales operations process on a weekly base.
- Responsible for creating new system for database and categories.
- Making sure that all freelancers are assigned in teams.
- Leading on logistic for all summer trainings.
- Build new team from the allocators and training them and supervise about them.
- Responsible about overnight team and prepare the administration work for the training.
- Following up on the Supply operations process for all the open enrollment camps.
- Keep tracking of the staff in the attendance of meetings and camps.
- Following on staff evaluation after each camp and make sure it's submitted.
- Filtering them and get out people who aren't able to abide the rules.
- Zip line Certified trainer for level 2.
- Categorizing around 1500 Freelancers & send it to the rights departments / channel through a report.

## **CUSTOMER SERVICE SUPERVISOR**

*Jun 2007- Mar 2014*

## **Metro Brokerage**

- Having the trust to go out to deal with important clients.
- Dealing with "Misr for Central Clearing & Depository and Registry"
- Doing all Customer Service Dep. Duties.
- Making contracts with new clients for the Co. "Company and Banks contracts".
- Using the Coding System to get Codes for clients.
- Solving old clients' problems in no time.
- Dealing with internal Orders system "Bimsi".