



Ahmed Mohamed Reda
El khanka, Qalioubia, Egypt

OBJECTIVE

- **Seeking a challenging position of Human Resources Manager, Personnel affairs Manager or Administration Manager as I have ten years' experience in both fields.**

EDUCATION

- **Bachelor of Management and Information System.**
- **Future Academy, 2006.**

EXPERIENCES

Personnel Manager AT Egypt Gold from: 8/2019 until now.

Main Responsibilities:

- **Responsible for preparing the monthly payroll data, including edit the newcomers, the final settlement for resigned employees, any deductions, or compensation.**
- **Prepare monthly payroll & issue payslips.**
- **Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, promotions, or assignments.**
- **Receive, review, and audit the overtime sheets for drivers and KPI's sheets for white-collars and send the final accordingly to the Head of HR.**
- **Assist in keeping employees' hiring documents completed.**
- **Manage & update the employee's files.**
- **Reviewing the company policies and ensuring the employees' commitment regarding the policies.**
- **Assist HR Manager in preparing HR budget if needed as assigned.**
- **Develop and prepare HR monthly reports.**
- **Review all the mobile invoices for all the company employees and prepare a report to the finance.**

Payroll Officer AT Egypt Gold from: 9/2013 to 7/2019.

Main Responsibilities:

- **Process and issue employee pay checks and statements of earnings and deductions.**
- **Compute wages and deductions, and enter data into computers.**
- **Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.**
- **Compile employee time, production, and payroll data from time sheets and other records.**
- **Process paperwork for new employees and enter employee information into the payroll system.**
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.**
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.**

Payroll Specialist & Time Keeper AT Egypt Gold from: 12/2010 to 8/2013.

Main Responsibilities:

- Process and issue employee pay checks and statements of earnings and deductions.
- Compute wages and deductions, and enter data into computers.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Compile employee time, production, and payroll data from time sheets and other records.
- Process paperwork for new employees and enter employee information into the payroll system.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.

Time Keeper AT Egypt Gold from: 02/2008 to 11/2010.

Main Responsibilities:

- Maintaining time sheets, accurately inputting time, and attendance data into the computer.
- Verify attendance, hours worked and pay adjustments while tracking overtime hours and approving compensatory time earned.
- Responsible for keeping track of leave time such as vacation, holidays, personal or sick days for employees.
- Ensuring time sheets are submitted and received by employees on time to issue accurate payroll adjustments.

Computer Teacher AT Arab Al-Ayaida School from: 09/2006 to 01/2008.

Main Responsibilities:

- Planning lessons and activities that facilitate students acquisition of basic and advanced computer skills.
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and managing classroom dynamics.

Administrator AT United Brothers from 2005 to 2006.

Main Responsibilities:

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquire, distribute and store supplies.
- Analyse internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Conduct classes to teach procedures to staff.

Administrator AT Silver Light from 2003 to 2005.

Main Responsibilities:

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquire, distribute and store supplies.

- Analyse internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Conduct classes to teach procedures to staff.

ACHIEVEMENTS

The company's ideal worker award for the year 2018.

TRAININGS

Diploma in Human Resources from EGYCHAM. (12/2020 – 02/2021)

ABILITIES & PERSONALITIES

- **Hard worker**
- **Team player**
- **Multi-tasks performer**
- **Final exemption from military service**
- **Married and dependent**

COMPUTER SKILLS:

- **Excellent user for Microsoft office modules.**
- **High Speed documents writing**
- **Very good user for both internet & web engines search.**
- **Proficiency in dealing with Oracle software.**
- **Proficiency in dealing with the ATT program.**
- **Proficiency in dealing with the delta software program.**

LANGUAGES SKILLS:

- **Arabic: Mother tongue.**
- **English: Medium command of spoken & written.**

PERSONAL INFORMATION:

- **Date of Birth: Oct 25, 1985.**
- **Place of Birth: Qaluiobia.**
- **Final exemption from military service.**
- **Married and dependent**

Furnished Upon Request