

Dina Adel Amin Mohamed

10Th Of Ramadan City, Ash Sharqiyah - Egypt.

OBJECTIVES

Seek seriously and work hard to achieve the general goals of the facility and personal goals in career Human Resources to build a career in a leading cooperative with committed & Dedicated people that will help me in exploring myself fully and embark my potential.

EDUCATION

- **Master of Business Administration (MBA), Marketing**” Suez Canal University”2022.
- **Publication: (The Effect of Cross Selling on Egyptian Consumer Behavior)** at " International Journal of Economics Commerce and Management (IJEEM) " Publishing 2021, ID: ED92-40, ISSN 2348 0386 Vol. 9, Issue 2, part 2.
<http://ijecm.co.uk/wp-content/uploads/2021/02/9226.pdf>
- **Bachelor of Commerce (Arabic Section)**, “ Ain shams University”, Cairo, Egypt, 2015.
- **Major:** Accounting .
- **Grade:** Good .

WORK EXPERIENCE

HR Specialist

White Whale Company

(Nov 2020 – Now)

Job Description:

- Preparing employee data with constantly updating the work status to ensure the current number of “due wages”.
- Receipt of the monthly impact statements from the Personnel Affairs Department and the "impressive" performance ratios on the account of the net wage.
- Calculating the monthly influences that employees’ salaries are affected by, whether positively, such as (overtime, overtime allowance, regular allowance, etc, or negatively, such as (absence, penalties, delay hours, sick leaves,etc)
- Recording employees' advances in payroll and deducting monthly installments from salaries.

- Recording the balances of employees' advances monthly and matching them with the financial department.
- Calculating and adjusting the work income tax according to the amendments to the Income Tax Law and deducting it from the employees' salaries on a monthly basis.
- Calculating periodic bonuses and annual increases and adding them to salaries according to what has been approved by the senior management.
- Preparing payroll statements of incentives, commissions, overtime, grants (marriage, birth, holidays), death benefits and all other benefits for employees.
- Preparing statements of disbursement of medical contributions and preparing them for disbursement either from the company's treasury or the bank.
- Preparing end-of-service settlement payment statements for employees whose service has been terminated and preparing them for disbursement either from the treasury or the bank.
- Preparing a statement of salary items to be submitted to external parties.
- Coordinating the procedures for opening salary accounts for employees with the contracting bank in preparation for transferring their financial dues to it.
- Transfer of salaries, incentives and allowances for employees to the bank on the dates set for disbursement.
- Recording all employees' financial entitlements, including salaries, incentives, and allowances, in the statement of total income to calculate the employees' total annual income.
- Preparing data and reports on wages and benefits periodically and submitting them to the director of the department upon request.
- Cooperating with employees and superiors and responding to questions related to wages and benefits.
- Executing recruitment tasks: (advertising - drafting application forms - conducting interviews - examining and sorting resumes) and completing procedures and appointment papers for those accepted.
- Implementation of the company's orientation program for new employees, including providing: (tools - work environment - transportation means - e-mail - phone line).
- Drafting and keeping internal administrative decisions and announcements, while informing the addressees of them by various means.

- Interpret and explain human resources policies, administrative procedures, and labor law articles to employees within the organization.
- Participate in the work of human resources documents such as: (functional and organizational charts and structures - company introduction brochures - job description forms - performance measurement models - training plan and raise performance - salary structures - sanctions and penalties regulations), and maintain and update them whenever necessary.
- Conduct termination interviews, and ensure that the papers necessary to terminate the work are completed.
- Obtaining quotations from personnel transfer companies and negotiating to choose the appropriate offer for the company.
- Organizing meetings, preparing meeting agendas, notifying those invited to them, and drafting meeting reports.
- Acting on behalf of the Human Resources Director in receiving requests and correspondences in the event of his absence.
- Drafting executive plans and programs prepared by the Director of Human Resources Department.
- Editing all decisions: (appointment - dismissal - resignations - vacations..... etc.) and send them to the authorities in charge of implementation.
- Preparing annual lists of promotions, salaries and job placements, and keeping employee files.
- Executing all tasks required by the human resources manager within the work limits of the human resources department.
- Submit a weekly report to the Human Resources Director stating what has been accomplished and what has been postponed, with a statement of the reason.

Assistant Operation Manager

Save Inn Market

(Aug 2017 – 2019)

Job Description:

- Manage and organize the place.
- Managed a team of 10 people and responsible for directing and dividing them into work.

- Responsible for talking with suppliers and negotiating to reach an appropriate price with suitable quantities for the place.
- Responsible for the cashier program and weights program.
- updating prices and offers first-hand.
- Communicating with the Procurement Department to find out new offers and informing them of the market situation.
- Responsible for monitoring the stores and knowing the available stock first.
- Assisting the Procurement Department And accounts in the pricing process.
- Coordinate and arrange the place well according to planogram.
- Review of closing the cashier shift, reviewing the deficit or the increase.
- Strengthening relationships with existing customers and gaining new customers to increase their confidence in the place.

Promoter after that Supervisor

Venus in Hyper One

(Jan 2016 – Jul 2017)

Job Description:

- Promote the items such as mobile or asseccoress .
- Deal with people face to face.
- Convince the customer of the product .
- Compare it with the product of a competitor.
- Understanding how to deal within the hyper market easily.
- Monitoring the sales process and motivating the team to achieve the highest sales .
- Helping team to achieve the desired goal with the development of a monthly sales plan, Knowing all types of competitors and training the team on how to attract customers and achieve the sales process successfully.

Sales Agent

Delta life assurance

(Nov 2015 – Jan 2016)

Job Description:

- Communicate with the client to present the various types of insurance documents, based on his basic salary and the number of children he has .
- High ability to convince customers.

- Answer all customer questions.
- Full knowledge of all arithmetic operations.

PROFESSIONAL COURSES ATTENDED

- HRM Diploma Track1- Professional, EgyCham, 45 Hours, Grade: Excellent, Aug2022.
- Certificate of Fundamentals of Digital Transformation Certificate(FDTC), Suez canal University,5/2021.
- Certificate of Sales, Altin Group, Online Course.
- Certificate of TOFEL, Suez canal University, score 504 .
- Certificate of English, Ain shams University.
- Certificate of ICDL, Central Agency for Public Mobilization and Statistics .
- Certificate of Employability skills track , ASPIRE .
- Innovation camp of Injaz , ECDC , Ain shams University.
- Business Ethics of Injaz , ECDC , Ain shams University .
- Entrepreneurial of Injaz , ECDC , Ain shams University.
- Attended HR_BBS at Sign In.
- Summer internship in “Supply Chain Department “at “**Schneider Electric Egypt**” for 1Month, **Aug 2013.**
- Summer internship in “Supply Chain Department “at “**Schneider Electric Egypt**” for 1Month, **Aug 2012.**

SKILLS

- **Computer Applications:** MS Office , advanced surfing the internet, Word
Excel, Outlook, Power Point, Web, Network, IT .
- **Personal Qualities/Skills:** Time management, working in a team, ambitious, organized, very good communication skills, ability to deal with customers, persuasion ability, work under pressure, analytical thinking and result oriented, eager to learn more, problem resolution & quality assurance procedures, quick learner, positive attitude.
- **Language:** Very good in spoken and written English, and Arabic.

PERSONAL DATA

- **Date of Birth** : 20/8/1993
- **Place of Birth** : Cairo, Egypt.
- **Nationality** : Egyptian.
- **Marital Status** : Single

REFERENCES

References are available on request.