



Ahmed Eltokhy

Address: Badr city, First district, Villa 38

Career Objective

To participate in a working experience that would help me acquire new skills, and to further develop my interpersonal skills. I am seeking to prove myself as a dependable and innovative individual, and become an important asset for the company I am working for.

Education

Bachelor of commerce 2006 — 2010
Helwan University

HR Management Diploma
Misr Learn

HR Management Diploma
Egycham

Work experience

Arabiata 2011 — 2012
HR Payroll

Arabiata 2012 — 2014

Senior HR payroll

- Collect daily, weekly or monthly timesheets
- Calculate bonuses and allowances
- Prepare employees' compensation by the end of each month using payroll software
- Schedule bank payments or hand out paychecks directly to employees
- Distribute payment statements and gather signed receipts (digital or paper)
- Report on payroll expenses
- Ensure wages and tax withholdings comply with regulations

- Enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases

- Answer questions about compensation, benefits, taxes and insurance deductions

Arabiata

2014 — 2019

HR Section Head

- Lead HR projects like compensation plans revisions
- Implement functional HRMS and internal databases across all departments and locations
- Oversee our payroll and performance evaluation systems
- Design company policies and procedures
- Review and update our employment contracts and agreements
- Prepare budgets by department
- Track key HR metrics like cost per hire and retention rates
- Manage internal communication projects (like job satisfaction surveys)
- Measure the effectiveness of our benefits programs and recommend improvements
- Coordinate employee training and development initiatives

Saal Invest (Buffalo Burger)

2019 — Till now

HR Section Head

- Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payments)
- Coordinate timekeeping and payroll systems
- Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades
- Ensure compliance with relevant laws and internal policies
- Supervise and coach payroll clerks and assistants
- Liaise with auditors and manage payroll tax audits
- Collaborate with Human Resources (HR) and accounting teams
- Maintain accurate records and prepare reports
- Resolve issues and answer payroll-related questions

Personal Information

- **Gender: Male**
- **Marital status: Married**
- **Date of Birth: 2th July 1988**
- **Military status: Exempted**

Computer skills

· **ADVANCED AT Word , Excel and PowerPoint**

References

References available upon request.