

Salah Yehia Rashad Mahmoud

Address : Egypt - Cairo



Career Objective

Experienced Payroll Supervisor with history of working in the Industry, Contracting and Agriculture filed, Skilled in Microsoft office, and some modules of HR program, Certificated in human resources management, Professional, with 12 years of experience in the HR field , I always looking for new challenge with a well-established company that would keep adding to my level of knowledge and experience, and can fully utilize my capabilities.

Education

College:-

- Benha University Faculty of Commerce (2011)
- Bachelor Degree in **Accounting**
- Grade. **Pass**

Job Experience

❖ **Payroll Supervisor** at Pico Modern Agriculture
from 16 Jun 2022 to present .

❖ Job Description :



- Prepare maintain process and transfer monthly payroll to the employees bank accounts apply and oversee employee paychecks.
- Calculate net salaries considering deductions and benefits.
- Responsible for the payroll online banking website (NBE Bank and Egypt Bank) .
- Managed all kind of payments including manual transfer for leavers & redundancy packages calculation for sign off.
- Ensuring that the company's policies are reviewed and strategic.
- Responsible for reviewing the daily activities with HR Partner on company branches.
- Participate in the preparation of the company's salary budget by analyzing data.
- Supporting and assisting the Benefits and Compensation Department in some of the company's administrative operations.
- Follow up on all monthly updates and practically experience them on the self-service (**OTMS**)program with each update from the company developers (**Digital horizon**) to avoid any errors in the update.
- Ensure the payroll transactions are aligned with Egypt labor laws and approved as per respective authority matrix (tax, social insurance, overtime, additional earning and deductions).

❖ **Payroll Supervisor at Nassar Group from 9 January 2020 to 30 May 2022 .**



❖ **Job Description :**

- Supervise payroll staff and prepare work schedules to ensure appropriate coverage.
- The consultant of project launching payroll system (HR -SBO) and Creation the list of the organization of work.
- Responsible for the payroll online banking website (NBE Bank and Egypt Bank)
- Supervision of the payroll operation process until transfer monthly salaries to the employees.
- Register vacations in factories daily, considering the periodic review with sections and monitor paid and unpaid leaves.
- Issuing monthly checks for government institutions.
- Ensure the payroll transactions are aligned with Egypt labor laws and approved as per respective authority matrix (tax, social insurance, overtime, additional earning and deductions).
- Responsible for achieving the payroll department plan.
- Answer employees' questions about their payroll problems.
- Prepares HR letters and statements as per employee's needs.
- Ensuring that the company's policies are reviewed to make sure raise staff's awareness.
- Recruiting the qualified and talented employees through using social media platforms or recommendations add to sharing process of appraisal and performance employees until specialist up coming

❖ **Senoir Payroll Specialist at Al-Kifah Contracting (Saudi Arabia) from 30 October 2015 to 30 October 2019.**



❖ **Job Description :**

- Prepare and process transfer monthly payroll to the employees bank accounts by using HR Programs ([Emis](#)).
- Calculate and process the monthly overtime payments in all projects for (7000 Employees head count)
- Calculate the end of service gratuity and final settlements for resigning employees.
- Prepare penalties and loans report to financial department, also any other required reports.
- Implement deadlines and procedures for the processing of payroll and uploading Salaries statement in government website.
- Answer payroll inquiries from a variety of sources including employees, management, banks Governmental etc.
- Preparation of the performance appraisal review forms with direct managers.
- Liaise closely with colleagues in Finance Department, ensuring that monthly GOSI payments are done, reconciliations for budget control purposes.
- Giving functional support to colleagues in other departments such as performance, and evaluation ,development and recruiting according to management instruction.

- ❖ **Payroll Supervisor at Egyptian Italian Company (2M) from 25 March 2014 to 01 October 2015.**



- ❖ **Job Description:**

- Create payroll system and list of the organization of work.
- The consultant of project launching payroll system (HR U-Soft) and Creation the list of the organization of work.
- Create a documentary cycle for personnel affairs and create forms for vacations, permissions and travel order, and the way to work with the forms.
- Lunning to payroll program to be applicable the special company policy with developing it also.
- Prepare monthly and weekly payroll for the company.
- Prepare payroll payment checks, Social security, taxes, and labor fund checks.
- Revise Social insurance registration and deregistration forms.
- Follow-up attendance of employees and reporting their own.
- Calculating overtime for employees.
- Add legal bonuses to salaries (periodic increment annual).

- ❖ **Payroll Specialist at Habitat Furniture Company from 01 September 2012 to 23 March 2014.**



- ❖ **Job Description:**

- Prepare monthly payroll for the company including all ours the company showrooms.
- Follow up and review the payroll process and procedures and audit it internally before sending to the finance department.
- Calculate the settlement for resigning employees.
- Add legal bonuses to salaries (periodic increment annual).
- Insert all the daily activities from vacation, permission, penalties and travel order with calculated the cost mission.
- Preparing the annual increment as per the budget.
- Prepare the insurance form (Nr.2) and delivered to the insurance authority.

- ❖ **Accountability Office, Professor Hassan Ahmed bayoumi Awalie**

- ❖ **Job Description:**

Position: **Training in the Office** from 1 July 2010 to 03 June 2012.
Work as: **Accountant.**

Computer Skills

- Microsoft Office (Word, Excel, Power Point and Outlook).
- MS Explorer, Searching and Using E-Mailing Systems.
- Using ERP System (Oracle) as an application tool.

Language Skills

- Arabic: Mother tongue.
- English: Very good both writing & speaking.

Training & Courses

- Certified in Human Resource Management professional Diploma from Egycham and HRCI.
- Master of business administration (Mini MBA) Ain Shams University
- Certificate ICDL: Word, Excel, PowerPoint, Access, Outlook, and Internet.
- The diploma of Peachtree accounting application.
- Training certificate from an accounting office in the manual accounting
- Attended 20 hours of workshops on labor law and social insurance (payroll workshops).

Personal skills

- Able to meet deadlines and achieve goals effectively under pressure.
- Leadership Skills.
- Quick learner and good listener.
- Self-improvement in public relations and employees service.
- Possess analytical and problem solving skills.
- Ambitious, cooperative, dynamic, flexible and have team spirit.

Interests

- Playing Football, Playing Music, Internet, Swimming and Traveling.
- Knowledge of New Technology.

Personal Information

- **Marital status:** Single.
- **Nationality:** Egyptian.
- **Date of Birth:** 16 July 1988.
- **Military status:** exempted.

References : Available Upon Request.