



Address : 15 El Yasmine st. Fourth District
6 October, Giza, Egypt.

Sofia Ahmed Mohamed

Personal Data

- Date Of Birth : January 23, 1980
- Driving Licence : Valid local one
- Nationality : Egyptian

Career Objective

- I have honor to introduce my c.v. for seeking a challenging job in a reputable company where my practical experience background and interpersonal skills are well developed and utilized.
- Experience in Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Administrative policies Performance appraisal, Oracle, Payroll Classifying Employees, Employment Law Organization

Education

University: Cairo University
Faculty: Commerce
Major: Business Administration
Last year Graduate Degree: good
Graduation Year: 2003

Working& Experience:

Jan 2013 – present **Samcrete Building Systems**

HR Section Head

Jan 2009 – Jan 2013 **Samcrete Building Systems**

HR Specialist

Jan 2004 – Dec 2009 **Industrial Control Authority (ICA)**

HR Coordinator

Jan 2003 – Dec 2004 **Al Ahly Bank.**

Foreign Exchange Department

Years of experience: 17

Professional experience:

HR Section head
Samcrete building systems

Jan 2013 – present

- 1- Completion of governmental forms.
- 2- Attendance policy.
- 3- Contract Renewal
- 4- HR letters and experience certificates.
- 5- Accuracy of processing payroll transactions.
- 6- Taxes and employee benefits.
- 7- Auditing on payroll records.
- 8- Reporting system faults.
- 9- Payroll Database.
- 10- Handling initial interviews.
- 11- Internal and External job postings.
- 12- Preparing the offer letters
- 13- Retention Strategies.
- 14- Employment Fairs.
- 15- Technical Assessment
- 16- Probation Assessment
- 17- Staff management
- 18- Recruitment
- 19- Training and development
- 20- Compensation and benefits
- 21- Performance appraisal
- 22- Employee relations
- 23- Organizational structure
- 24- Salary Scales & payroll
- 25- Job Analysis & description
- 26- HR procedures and processes
- 27- Maintenance of personnel files & records
- 28- Facilities management including vehicles and equipment
- 29- Database Management including preparation of correspondence, newsletters & other materials
- 30- Services (Transportation, Telephone Lines, Medical Insurance ...etc.)
- 31- Competitive benefits package.
- 32- Recommendations for improvement.
- 33- Employees' needs assessment.
- 34- Benefits plan orientation.
- 35- Accuracy of data in coordination with payroll
- 36- Benefits database.

HR Specialist
Samcrete building systems

Jan 2009 – Jan 2013

- Follow-up procedures and steps necessary for social insurance and all related matters.
 - Supervise the renewal for projects' social insurance certificate
- Insurance**
- Supervise the implementation of financial reimbursement request.
 - Supervise the service delivery level to employees.
- Medical Insurance**
- Supervise the finalization of issuing and renewal for company's vehicle license in accordance to its due date.
- Licensing**
- Supervision the process of fulfilling departments' needs in accordance to the estimated budget.
 - Supervise the consumption rate and take the necessary actions.
- Stationary**
- Provide a communication company that suits the company needs
 - Supervise the preparation of financial reimbursement claims and make sure of paying bills and complete the deductions in accordance with the salaries of employees
- Communication Service**
- Supervise the implementation plan for opening new bank accounts and issuing visa card for new hired staff.
 - Supervise the completion of preparing the necessary documents for requesting employees' loans.
- Bank Service**
- Handle employees' complains.
 - Provide a mail service company.
 - Prepare the budget for each area.
 - Applying new benefits for the employees annually.
 - Follow up subordinate in market research and analyst for new benefits
 - Prepare the implementation plan for the new benefits to facilitate its usage and quality standards
 - Submit all required report
 - Prepare second line (succession plan)
- Other works**

HR Coordinator

Samcrete building systems

Jan 2009 – Jan 2013

- Preparation of monthly survey report for Employees status.
- Tracing Employees monthly movement between Departments and Projects.
- Prepare, review and complete hiring document for old and newly hired employees as per the Egyptian Labor Law.
- Preparation of Employees and casual contracts for newly hired employees.
- Follow up and review the implementation of Temporary and Casual Contracts
- Notify the Admin. Affairs Section with the newly hired and resigned employees on monthly basis to take the necessary action.
- Notify employees by the employment termination before reaching the retirement age if the Top Management doesn't advice with anything different.
- Record the employees' various leave.
- Prepare payrolls for the following:
 - Casuals.
 - The Arab guarding.
 - Monthly Aid.
 - Trainees from different areas
- Preparation of payroll preparation sheet on monthly basis
 - Attendance
 - Permission
 - Leaves
 - Unbalance leave
 - Absent days without permission
 - Penalties
 - Any additional benefits and deduction
- Review the employees' variable transportation allowance in accordance to attendance sheet
- Finalize employees' resignation procedure
- Notify the Legal Affairs Department regarding the employees who sundered from work in its deadlines
- Insert employees' data on the salaries software program
- Prepare all the required reports

Computer Skills:

- using windows 95,98,xp and windows 7
- Good command of Microsoft Office™ tools as Word™, Excel™, PowerPoint™ and Outlook
- ORACLE
- Human Resources Management Diploma

Social skills

- Team spirit
- strong leader
- Good ability to adapt to multicultural environments, gained through my work Experience
- Good communication skills gained through my experience
- Self-motivating and develops people

Organizational skills:

- leadership (currently responsible for 3 teams of 25 people total
- Good experience in project or team management.
- Great interpersonal skills
- Solid problem solving and time management skills
- Organizational development
- Performance management
- Excellent communication skills
- Strong attention to details
- Available to changing priorities
- Able to meet deadlines in a fast paced environment

Languages

- Arabic : Mother tongue
- English : very good speaking and writing
- French : Basic

Availability and Job Requested

Availability: I am able to start work after 4 weeks from announcement
As: Full Time