Islam Bkhatro Mohamed Algharek

Faculty of Engineering- Menouf - Menoufia

Education:

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Collage: Faculty of Arts -Menoufia University

Graduation: May2012

Grade: Good //.

Major: Egyptian Archeology. **Postgraduate studies in:**

- ➤ HR Diploma From (EgyCham-SHRM-HRCI)
- Pre-master in Egyptian Archeology of Menoufia University.
- ➤ Diploma of guidance in the Egyptian Museum.
- Educational Diploma of Sadat University.

Objective:

Seeking a challenging position in a multinational organization with a motivating atmosphere where I can utilize my gained experience and skills effectively and efficiently, a position that gives me the opportunity to add value by applying methods and techniques gained through my studies and previous experience.

Employment History:

Experience with Orascom:

The projects in which I worked:

From Oct 2021 – Until Now (Orascom Construction)

Project: AL hammam pumping stations 11&12 Project and El Hammam Overflow Projects **Title:** H.R Coordinator.

Job Description:

- > System Man Hour (Upload New Hire upload Mission upload Injury Upload Bonus & Deduction Hour Closed Period Make Payment Slips).
- Make Release plan Employees to Contracts & Staff Requisition & Make Performance Annual Appraisal & Technical Evaluation & Technician's Evaluation & Contracts Variables & Annual Leaves & Sick Leaves & upload Resignation on portal.
- ➤ Compute wages and deductions, and enter data into computers.
- ➤ Make Man power &Revit review Employees & solve visa problems.
- ➤ Work in the effects of contracts, transfers and housing allowances for employees and send them to head office .
- Follow up the requirements of employees in head office.
- 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.

From Dec 2020 – Sep 2021 (Orascom Construction)

Project: Main water networks and canals works -Toshka Project.

Title: H.R Coordinator.

Job Description:

Make Release plan Employees to Contracts & Staff Requisition & Make Performance Annual Appraisal & Technical Evaluation & Technician's Evaluation & Contracts

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Variables & Annual Leaves & Sick Leaves

- Closed Period for Casual Labors Manual
- ➤ Compute wages and deductions, and enter data into computers.
- ➤ Make Man power &Revit review Employees & solve visa problems.

From Mar 2019 – Nov 2020 (Orascom Construction)

Project: Engineering Services Warehouse. (N.A.S.P.S Factory)

Duties Performed: Building Engineering Services Warehouse.

Title: H.R Coordinator.

Job Description:

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- System Man Hour (Upload New Hire upload Mission upload Injury Upload Bonus & Deduction Hour Closed Period Make Payment Slips).
- Make Release plan Employees to Contracts & Staff Requisition & Make Performance Annual Appraisal & Technical Evaluation & Technician's Evaluation & Contracts Variables & Annual Leaves & Sick Leaves & upload Resignation on portal.
- Compute wages and deductions, and enter data into computers.
- Make Man power & Revit review Employees & solve visa problems.

From Jan 2019 – Feb 2019(Orascom Construction)

Project: New Capital Data Center JV.

Title: H.R Coordinator. **Job Description:**

- System Man Hour (Upload New Hire upload Mission upload Injury Upload Bonus & Deduction Hour Closed Period Make Payment Slips).
- ➤ Make Release plan Employees to Contracts & Staff Requisition & Make Appraisal & Technical Evaluation & Technician's Evaluation & Contracts Variables & Annual Leaves & Sick Leaves & upload Resignation on portal.
- ➤ Make Man power &Revit review Employees & solve visa problems.

From June 2016 – Dec 2019 (Orascom Construction)

Project: New Capital Combined Cycle Power Project with Total Capacity 4800 MW.

Title: H.R Coordinator.

Job Description:

- > Responsible for review and payment invoice.
- System Man Hour (Upload New Hire upload Mission upload Injury Upload Bonus & Deduction Hour Closed Period Make Payment Slips).
- ➤ Make Release plan Employees to Contracts & Staff Requisition & Make Appraisal & Technical Evaluation & Technician's Evaluation & Contracts Variables & Annual Leaves & Sick Leaves & upload Resignation on portal.
- > Review wages for daily labors.
- ➤ Daily Make Man power of project.
- Responsible for received ATM card to labors and solve his problems.
- Follow up the requirements of employees in head office.

From August 2015 – June 2016 (Orascom Construction Industries)

Project: Grand Heights 6 October.

Title: H.R Admin. **Job Description:**

> Responsible for review and payment invoice.

- ➤ Making the accounts of projects Sub-contractors.
- Review wages for daily labors.
- Daily Make Man power of project.
- Responsible for received ATM card to labors and solve his problems.



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From May 2014 – August 2015 (Orascom Construction Industries)

Project: Mars Egypt Sit Development Project.

Title: H.R Admin.

MARS

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Job Description:

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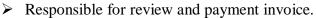
- Responsible for review and payment invoice.
- Making the accounts of projects Sub-contractors.
- > Review wages for daily labors.
- > Daily Make Man power of project.
- Responsible for received ATM card to labors and solve his problems.

Making a good effort in (housing, transportation, wages).

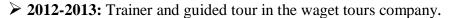
From February 2013 – May 2014 (Orascom Construction Industries)

Project: Grand Heights 6 October.

Title: H.R Admin. **Job Description:**



- Making the accounts of projects Sub-contractors.
- > Review wages for daily labors.
- > Daily Make Man power of project.
- Responsible for received ATM card to labors and solve his problems.



Courses:

- ➤ MS Excel Training from Orascom Construction
- NASP (Occupational Safety & Health Administration) Construction, General Construction.
- Guidance in the Egyptian museum.
- A training course in the work of excavation.

Language Skills:

> **Arabic:** Mother Tongue.

English: Very Good.

Computer Skills:

- Microsoft office. (Word, Excel, Outlook, Power point).
- Surfing Internet and searching.

Personal Data:

Date of birth: Oct 1th, 1991. Nationality: Egyptian. Military status: Completed. Marital status: Married.

Personal Skills:

- ➤ Quick learner, well organized and high interpersonal skills.
- Enthusiastic, self-motivated, responsible and hard working.
- Ability to understand changes of market and plan adjustment to catch up.

➤ Well –organized\ good planner.

Hobbies:

Exercise healthy sports, fishing, reading and playing football.

References:

All References available on request.

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