

# Islam Bkhatro Mohamed Algharek

Faculty of Engineering- Menouf – Menoufia

## Education:

**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 .



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### **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

- 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:**

- 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.



**From May 2014 – August 2015 (Orascom Construction Industries)**

**Project:** Mars Egypt Sit Development Project.

**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.
- 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:**

- 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.

➤ **2012-2013:** Trainer and guided tour in the waget tours company.

**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 1<sup>th</sup>, 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.