



MAHMOUD ABDEL SALAM SOLIMAN

Degla Gardens Compound, October Gardens
19-04-1989

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Education

- **Cairo University** 2010
Bachelor in Commerce

Experience

- **Bio Business** March 2022 - present
HR Generalist
Job description
 - Responsible of talent acquisition process, Interviews, recruits and facilitates the hiring of qualified job applicants for open positions and collaborates with departmental managers to understand skills and competencies required.
 - Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters.
 - Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations.
 - Maintaining physical and digital files for employees and their documents, benefits and attendance records.
 - Evaluating employee performance and appraising their pay scale accordingly.
 - Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances.
 - Assist in performing internal and external trainings for employees.
 - Review employees attendances, vacations, permissions, absences and conduct monthly payroll accordingly.
 - Handling employees social and medical insurance.
- **Majid al futtaim Global Solutions** October 2021 - January 2022
Senior Payroll Accountant
Job description
 - Process Payroll transfers and closing entries on monthly basis for UAE, KSA, Egypt, Bahrain, Oman and Lebanon.
 - Prepare accrued Income tax and Social Insurance payments related to all countries for the authorities.
 - Proceeding all off cycle payments during the month.
- **WE Data - Telecom Egypt** January 2021 - October 2021
Senior Payroll Specialist
Job description
 - Collect required data from Other parties, review, follow up and update employees status (Resigned, Unpaid, Maternity leave, etc..) then upload it on Oracle on monthly basis.
 - Prepare manual payslip sheet for all Earnings & Deductions and validate with Oracle system.
 - Prepare the payment memos for signatories and Follow up with the bank for the transfers.
 - Prepare Jordon payroll on monthly basis.
 - Review WE Data outsource employees' overtime & bonus on monthly basis.
 - Calculate month end tax & Social Insurance payments and proceed for the authorities and issuing required closing entries.
 - Calculate employees yearly dividends & bouns according to the company policy.
 - Finalize and Follow up Employees' Cash and Training Receivable.
 - Ensure an accurate and timely closing in monthly, quarterly and yearend base for Cash and Training Receivable.

- **WE Data - Telecom Egypt**

January 2018 - December 2020

Payroll Specialist

Job description

- Finalize and Follow up Employees' Cash and Training Receivable.
- Ensure an accurate and timely closing in monthly, quarterly and yearend base for Cash and Training Receivable.
- Prepare month end tax & Social Insurance payments for the authorities.
- Review WE Data outsource employees' overtime & bonus on monthly basis.

- **WE Data - Telecom Egypt**

September 2014 - December 2017

Sales Representative

Job description

- Sales executive team leader.
- Customer care & Handling customer's complaints.
- Handling cash day closing.

- **Etisalat Egypt**

April 2012 - August 2014

Sales Representative

Job description

- Sales executive representative.
- Customer care & Handling customer's complaints.
- Handling day closing , inventory & warehouse tasks.

- **El Cobra for Marble**

September 2011 - March 2012

Accountant

Job description

- Treasury management.
- Monitoring daily cash flows.
- Handling accounts receivable.

Skills

- Very good in Microsoft Excel and word
- Very good in English
- Helpful, Teamwork member and people oriented
- Good communication and negotiation skills
- Time Management

Training

- **Human Resources Management Diploma - EGYCHAM 2022 (45 hours) final score 95% Grade (Excellent)**
- HR Diploma certified successfully under supervision of Dr. Ahmed Elsayed and Accreditations of EGYCHAM, SHRM and HRCI.
- **Basic Business Skills Acquisition (BBSA) sponsored by Future Generation Foundation (FGF) and Industrial Training Council (ITC) 2012**

Additional Information

Marital Status: Married

Military Status: Exempt

Reference

- **References are ready upon request**