

SHERIF ABDEL MUNEM SALMAN

Address: Feasal – Giza

KEY SKILLS

- High Communication skills
- Decision-making skills
- Organizational skills
- Finance skills
- Budgeting skills

INTERESTS AND ACHIEVEMENTS

- Re-engineering Organization Chart.
- Set up database of HR system (HRmis) and reports design.

EDUCATION HISTORY

Accounting Dept., Faculty of commerce, Ain Shams University Cairo - Egypt May 2001 to May 2005

QUALIFICATIONS

Subject	Qualification	
Human Resource Management Diploma	Diploma of Higher Education From (EgyShams, Ain Shams University and HRCI)	Excellent
Compensation & Benefits	Course	A
Advanced Management & Leadership Skills	Course	A
Change Management	Course	A
Report Writing and Business Correspondence	Course	A
Labour Law & Social Insurance	Key Skills	

EMPLOYMENT HISTORY

Dates

January 2020 to Current

Job Title

Acting as HR Manager

United Beverage and Foods Company:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

January 2014 to January 2020

Personnel & Payroll Manager

United Beverage and Foods Company

- Re-engineering Organization Chart.
- Set up database of HR system (HRmis) and reports design.
- Work monthly salaries.
- Working according to the "Hay Methodology".
- Preparing the pay scale of Salaries.
- Make Compensation, Benefits and bounce System.
- Make all the H.R department reports.
- Dealing with banks.

Dealing with Mobile companies.

July 2009 to January 2014

- **Asst. Personnel Manager**

United Beverage and Foods Company

- Work monthly salaries for 500 employees.
- Work -level job for company employees.
- Work of the pay scale for employees.
- Work salary system based on program (attendance and leave) through fingerprints in 25 branch.
- Dealing with (COMSYS system) salaries program whatever interrering data for the new hire or make reports of salaries of any one on the company.
- Fully capable of setting up and working on the periodical bonus system.
- Dealing with Mobile companies (Mobinil and Vodafone) for the company staff mobiles numbers (150) lines.
- Handel and revision the balance of the social insurance offices (14) office and the in and Out document monthly.
- Flowing up the employee attendance and preparing sheet to the salaries accountant.
- Handling the uniform for the three brands (Cinnabon , Carvel , Ruby Tuesday) and check the stock monthly and make purchase order for the three brands .

February 2008 to June 2009

HR Specialist

United Beverage and Foods company

- Fully capable of setting up and working on the periodical bonus system.
- Make all the H.R department reports weekly and monthly.
- Dealing with Mobile companies (Mobinil and Vodafone) for the company staff mobiles numbers (150) lines.
- Handel and revision the balance of the social insurance offices (14) office and the in and Out document monthly.
- Flowing up the employee's attendance and preparing sheet to the salaries accountant.
- Handling the uniform for the three brands (Cinnabon , Carvel , Ruby Tuesday) and check the stock monthly and make purchase order for the three brands .
- Dealing with the pest control companies and setting their Schedule for the branches.

Dealing with the medical care company.

2006 to January 2008

- **Junior Accountant**

Elmotaheda for Contracting and Technology (Elmotaheda Web)

Preparing the following:

- Daily journals: Bank journal.
- Very familiar with the COMSYS general accountancy system
- Daily monetary transactions
- Monthly bank balances

REFERENCES

Available on request

