

# **Hani Mohamed Saied Khalil**

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## **Career Objective:**

Looking for a challenging opportunity where I will be able to contribute my skill, knowledge and experience in human resources management to a company that will give me an opportunity to develop my career.

## **Education:**

- Bachelor of Commerce - Suez Canal University  
Accounting – "Arabic Section" 2017

## **Work Experience:**

- **Payroll Specialist** at Jade Textile Egypt from 18/6/2019 Till now
  - ✓ Keep track of hour rates, wages, compensation benefit rates, new hire information.
  - ✓ Maintaining budget spreadsheet that includes salaries, payroll taxes and fringe allowances.
  - ✓ Perform compliances for unclaimed property payroll checks.
  - ✓ Preparing paperwork required placing employees on payroll and establishing personnel file.

## **Computer Skills and Courses:**

- Had training at Egyptian Arab land Bank – Housing and Development Bank.
- Obtain PFA certification from MASA academy.
- Accounting Application with Excel.
- Microsoft office.(Word, Excel).
- Finished 9 Levels of General English at The American University in Cairo (AUC)
- Studying HR diploma at Egycham in Cairo.

## **Language skills:**

- Arabic: Mother Tongue.
- English: Good command of spoken & written

## **Personal Data:**

- Date of Birth : 9/9/1995
- Nationality: Egyptian.
- Marital status: Single.
- Military status: Postponed

**References furnished upon request**