

# Michael Magdy Roshdy

45, EL Nasr ST., Shubra Al-Khaimah,  
Cairo,  
EGYPT



## **Objective**

seeking a change opportunity as an **HR Section Head**

## **Education**

Currently Studying in the faculty of commerce at Cairo university.  
Commercial Technical Institute, the accounting department, May 2004  
Overall Grade: Good

## **WORK EXPERIENCE**

### **Starting New Challenge as an HR Section Head**

April 2021- Present

#### **Homan Contracting Company (Marine Contracting) – Marina Marsai Project**

- Prepare and review compensation and benefits packages.
- Administer health and life insurance programs.
- Plan quarterly and annual performance review sessions.
- Inform employees about additional benefits they're eligible for (e.g., Annual / Sick days).
- Update employee records with new hire information and/or changes in employment status.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Forecast hiring needs and ensures the recruitment process runs smoothly.
- Develop and implement HR policies throughout the organization.
- Monitor budgets by the department.
- Process employees' queries and respond promptly.
- Stay up-to-date and comply with changes in labor legislation.
- Implement training and development plans.



### **1.5 years of experience as a Payroll & Personnel Specialist**

October 2019- March 2021

#### **Square Engineering Firm Company**

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed and processed.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations.
- Processing all personnel action forms and ensuring proper approval.
- Overseeing the hiring process includes coordinating job posts, reviewing resumes, and performing reference checks.



## **2.5 years of experience as a Payroll Specialist**

July 2017- October 2019



### **GS Engineering and Construction Company – ERC Project**

- Compute earnings of 1000 workers by referring to their timesheet to discover hours worked for payroll.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Handle complaints or questions regarding discrepancies.
- Factor in vacation or sick pay when computing earnings.
- Check exempt and non-exempt statuses of employees.
- Close out paycheck cycle after termination.
- Perform calculations from worksheets and work tickets.
- Check electronic data for errors.
- Compile employee time, production, and payroll data from timesheets and other records.

## **3 years of experience as a Personnel and Timekeeper Specialist**

June 2014- June 2017



### **Family Corporation Transportation Company –Egypt**

- Compute earnings of workers by referring to their timesheet to discover hours worked.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Handle complaints or questions regarding discrepancies.
- Factor in vacation or sick pay when computing earnings.
- Check exempt and non-exempt statuses of employees.

## **4 years of experience as an Office Manager**

May. 2011- May. 2014

### **Ro'ya Company**

- Assisting the organization's HR function by keeping personnel records up to date, interviews, and so on.
- Contacted providers to resolve healthcare insurance and benefits claims and billing issues.
- Resolved employees' complaints and handled difficult callers with patience and professionalism.
- Preparing letters, presentations, and reports.
- Supervising and monitoring the work of administrative staff.
- Liaising with staff, suppliers, and clients.

## **3 years of experience as an Administrator**

Nov. 2008- Jan. 2011

### **Purchasing and Administration**

#### **El Amir for Trading and Advanced Industry**



- Maintaining the purchasing policy and ensuring that all purchases adhere to it.
- Choosing the suppliers that the company will deal with and maintaining the legal interaction with them.
- Managing any SLAs (Service Level Agreements) that manage any Master Agreements between the suppliers and the company.
- Liaison with other departments, particularly the accounting, manufacturing, and stock departments.

## **2 years of experience as Administrator (Site Administrator)**

Nov. 2006- Jan. 2008

### **Orascom Constructions (OCI)**

- Manage, provide, and control company vehicles.
- Plan for and provide employees with transportation
- Check and control Labors.
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- supply and maintain office furniture, stationery, water, consumables, and others.



- Direct the work of local employment and personnel affairs.
- Report on general labor conditions.
- Care for document and mail transmittals. Provide general support to visitors.

### **7 years of experience as Office Manager & Art Director**

Nov. 2001- Jan. 2006

#### **Vision Art Studio**

- Wedding videographers meet with couples before the event to discuss the couple's expectations. Some couples want the videographer to film sequences leading up to the actual ceremony or other special moments apart from the wedding and reception. after the event concludes, and splicing in interviews with guests.

#### **Achievements**

- Made attendance system and documentary cycle for Homan company.
- Made attendance system for a square company.
- Formation of a documentary cycle.

#### **Training & courses**

- As Payroll and Personnel workshop (update) at HR Passport (15 hours)
- As human resources management diploma at EgyCham (36 hours) accredited by Ain shamsuniversity & HRCI
- As Payroll and Personnel workshop at HR Passport (15 hours)
- As SAP HCM (Human Capital Management) At the Assistant (60 hours)

#### **Skills**

##### **LANGUAGE SKILLS**

- Excellent in Arabic (Mother Tongue).
- Very Good English (reading, writing, speaking, and listening)

##### **COMPUTER SKILLS & Courses**

##### **Besides normal computer user's knowledge**

- SAP-HCM Consultant.
- Excellent usage of MS. Office (Word, Excel, PowerPoint, Outlook).

##### **INTERPERSONAL SKILLS:**

Proactive, Enthusiastic, Sociable, Reliable, Hard Worker, Well Organized, Excellent Listener, Fast Learner, Multi-Tasker, High Concentration ability when working under stress, Go-getter, Creative, and Initiative.

##### **PERSONAL INFORMATION**

**Date of Birth:** 07/11/1983

**Nationality:** Egyptian.

**Marital Status:** Single.

**Military Status:** Fully Exempted

##### **References**

Available upon request