

Hosny Maher Salah

10th of Ramadan City, ElSharkya

Summary

Works well with all levels of staff and management to meet routine and complex human resources needs. Talent in employee relations and organized and enterprising team player.

Education

Law

Ain-shams university
05/2018

Certificates

HR professional diploma, EGYCHAM (3 Months) Excellent

Experience

personnel & payroll specialist

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06/2022 - Present

- I'm the one who responsible of create ' maintain and archive compliant employment contracts and employment documentation.
- social insurance : prepares forms 1,2&6
- medical insurance
- track employees attendance and absences (regular / irregular) and send legal warnings accordingly and collect over time
- prepare all HR letters and social insurance statements
- preform other personnel related tasks and handles employees daily inquiries
- Attended and chaired [x] board meetings and [x] executive committee meetings, leading to the adoption of an action plan by the board

HR Personnel Specialist

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08/2020 - 06/2022

Skills

Microsoft Office, multi tasking, leadership skills, negotiation, organization skills, presentation skills, problem solving, adaptability, team player, motivation, communication skills

Languages

Arabic, English : Advanced