

# Rashed Mohamed Ali

Address: Giza - Egypt

- **Objectives**

Seeking a changing opportunity as Com & Ben Section Head

- **Educational Qualifications:-**

➤ **Graduated from faculty of Commerce, Cairo University, May 2010.**

- **Experience:-**

➤ **Compensation & Benefits Section Head at Chema Foam from Jan 2019 till now.**

- Manage the legislative processes with the legal entities (Labor office, social insurance...)
- Implement Coding and Filing For all Employees.
- Design compensation packages and bonus programs.
- Renew our compensation plans with monetary and non-monetary benefits based on employee needs
- Supporting the HR team with recruitment and talent management activities.
- Managing subordinate HR employees and daily operations related to compensation and benefits activities.
- Preparing budgets, reports.
- Responsible for all reporting and reliability of the data, update all data base.
- Responsible for all the personnel issues.
- Supervising on the payroll and insurance process.

➤ **Admin & Account Manager at Arma from Sep 2018 to Jan 2019.**

- Manage and oversee the daily operations of the accounting department including:
  - 1- month and end-year process
  - 2- accounts payable/receivable
  - 3- payroll and utilities
  - 4- treasury, budgeting
  - 5- cash forecasting

- Monitor and analyze accounting data and produce financial reports or statements
- Coordinate and complete annual audits

➤ **Account Section Head at gana for Foods from Aug 2012 to Aug 2018.**

- Oversees the daily accounting transactions required to maintain the general ledger.
- Cash management.
- Supervises taxes and handling the tax inspections.
- Prepare all payroll transactions
- Complete all necessary documents from the employees to ensure conformity with the regulations and the governmental agencies
- Prepare short and long-term financial forecasts of financial performance to avoid high-risk situations.

- **Achievement**

➤ **Responsible to Implement HR System at Chema Foam.**

- Training Courses: -

- Certified HR Diploma at Egycham Aug 2021 (60 Hours).
- ICDL at Asyut University 2010.

- Skills: -

- ✓ Eager to learn new technologies and systems.
- ✓ Able to communicate at all levels.
- ✓ Excellent organizational skills.
- ✓ Vere Good in the use of PC.
- ✓ Ability to prepare and present reports to director level.
- ✓ Good timekeeper.
- ✓ Ability to multi-task.
- ✓ Number orientate

- Languages: -

- Arabic native language
- English Good

- Personal Information: -

- Country of Nationality Egypt.
- Birth date 07-Feb-1987
- Marital Status Married.
- Military Status Finished.

References are ready upon request