**First Name of Application CV No:** **1654638**

Whatsapp Mobile: +971504753686



* **Career Objective:**

**To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.**

**Experience:**

* **Total Experience [4 years,10 Months].**

## Experience (2 Years, 10 Months) HR Coordinator

**Location**: Dubai, United Arab Emirates.

**Company**: APCC Piling & Contracting LLC.  
**Company Industry**: Construction/Civil Engineering.  
**Job Role**: HR Generalist.   
**Duration**: May 2013 – Present.

* **Scope of work**

1. Payrolls transactions.
2. MOL and GDRFA transactions.

**(With good background for labor law and migration department procedures).**

1. Exit interview.
2. Manage of the HR system.
3. Drafting the official letters for governmental community.
4. Annual leaves calculation.
5. Job performance evaluation.
6. Preparing the offer letters.

## Experience (10 Months) HR Officer.

**Location**:  Egypt.

**Company**: Al Watania.   
**Company Industry**: Plastic Manufacturing.  
**Job Role**: HR Officer.   
**Duration**: July2012 - May 2013.

* **Scope of work**

1. Distribution the worker on machines depending on the required production.

2. The weekly vacations coordination.

3. Personal loans from the company.

4. Preparation for bonuses.

5. Payrolls transactions.

## Experience (1 year) Auditor.

**Location**:  Egypt.

**Company**: Abu EL ELA.  
**Company Industry**: Audit and Taxes transactions.  
**Job Role**: Auditor.   
**Duration:** July2011 - June 2012.

* **Scope of work**

1. Preparation for financial statements for tax Authority checking.
2. Preparation for accounting period for customers.

* **Qualifications**
  + - Certified Human resources Processional –ACI, USA (CHRP).
* **Education:**
  + - May (2011) Bachelor of Commerce, Alexandria University.
* **Computer skills:**
  + - Microsoft Word, Excel, Microsoft Windows XP.

## Courses:

* **Location**: Alexandria University.  
  **Name:** Accounting practice.

**Duration:** 16/10/2011 **to** 15/11/2011.

* **Location**: Egyptian Society for legal Accountant  
  **Name:** Book keeping.

**Duration:** 21/10/2009 to 26/9/2009.

* **Location**: Alexandria University.  
  **Name:** Quick books.

**Duration:** 19/9/2011 to 5/10/2011.

## Languages:

* Arabic: Native Language.
* English: Good command spoken and written.