

Mohamed Rabie

HR Section Head



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Summary

Highly strategic and experienced HR Professional with 13+ years driving organizational success through comprehensive HR strategy execution. Expertise in Personnel, Payroll, Candidate Assessment, and Competency-Based Interviewing. Proven ability to partner with senior management to execute talent initiatives and cultivate a positive environment that fosters high employee engagement and retention.

Education

Ain Shams University, Faculty of Law: 2010, Grade: Good

Professional Human Resources (125 hours) at Leaders 2022

Advanced Excel for Human Resources (21 hours) HCC 2023

Master of Business Administration (currently studying) AAGSB 2025-2027



Experience

HEAD OF HR March 2022 till now

HYSEC FOR INVESTMENT&CONTRACTING

Salary and payroll management

Overseeing the payroll cycle: Full management of the monthly payroll cycle, including calculating basic salary, allowances, incentives, overtime, and deductions.

Calculating income tax (payroll tax) in accordance with applicable Egyptian tax laws and brackets.

Calculate and track deductions and the company's share of social insurance (health and social insurance).

Prepare and submit monthly and annual tax returns related to salaries by the specified deadlines.

Review and audit: Review and audit payroll before disbursement to ensure data accuracy and verify compliance

with company policies.



2. Personnel (EMPLOYEE RELATION) Contracts and recruitment: Review, prepare and maintain

employment contracts and personnel files to ensure compliance with Egyptian labour law.

Attendance, leave and holidays: Overseeing the attendance recording system (fingerprint or other)

and tracking all types of leave balances (annual, sick, casual) and calculating entitlements.

Penalties and termination of service: Apply approved penalty regulations, supervise termination of

service procedures, and calculate end-of-service entitlements (end-of-service bonus, unused leave allowance)

Social insurance: Responsible for dealing directly with social insurance offices, and obtaining and modifying

forms (Forms 1, 2, 6) accurately and within the legal deadlines.

Files and records: Ensuring that all employee records and data are kept securely,

confidentially and in an organised manner.

3. Management and development: Lead, train and develop the staff and payroll department team.

Coordinate with the Finance Department regarding monthly payroll entries.

Respond to employee inquiries regarding salaries, deductions, and leave.

Keep abreast of all amendments and updates to labour law, social insurance law, and Egyptian tax laws.

Al-Khalil Language School 6/2017 TO 2/2022

Senior Personnel Specialist



Alfaraana PAC for Cartons and Packaging 4/2013 TO 6/2017

HR Specialist

Relevant Skills

Languages:

Arabic: Mother Tongue.

English: VERY Good.

Operating System & Tools:

Windows.

MS Word, Excel, PowerPoint, and Outlook.

Internet, Very Good user of Oracle and Hits.

SPSS

Personal Information

Date of Birth: 22/05/1988.

Military status: Service completed. 3Years

REFERENCES FURNISHED UPON REQUEST