

# El Sayed Ali Mahmoud Altony

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## OBJECTIVE

Seeking The find a challenging position in a multinational company or a big Organization as  
Where creative and communication skills can be further developed and applied.

## EDUCATION

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Bachelor of Commerce, Ain Shams University, Finance Department, 1988.

## Work EXPERIENCE

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### **Kazyon Market- From: November 2018 | To: Present**

*HR Manager*

#### Duties and responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication “scripts” when handling different topic
- Overseeing the recruitment process
- Ensuring that a company’s procedures comply with employment regulations
- Managing and training the HR team
- Managing a company’s appraisal system and conducting appraisal meetings
- Monitoring various aspects of an employee’s performance, such as attendance
- Setting and reviewing pay structures and employee perks and benefits
- Handling any disciplinary processes and formal grievances
- Accessing the need for training and then designing and implementing training
- Planning and implementing training programs for staff

### **ELabeled Hyper Market - From: June 2010 | To: November 2013**

*HR Manager*

#### Duties and responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication “scripts” when handling different topic
- Overseeing the recruitment process
- Ensuring that a company’s procedures comply with employment regulations
- Managing and training the HR team
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### **NATPACK – Obour City (Engineering Industries) Sep., 2002 – Sep.2003**

*"Personnel Manager"*

#### Responsibilities:

- Preparing job descriptions for major positions.
- Responsible for the selection screening C.V. interviewing & recruitment different positions.
- Determining manpower requirements.
- Handling employee's contracts.
- Implementing Hiring & termination procedures.

- Managing employees Social & Medical Insurance.
- Following up the entire hiring document with the new recruiters.
- Responsible for the staff assessment & evaluation.
- Handling the entire exit Interviews.
- Preparing Social Insurance Forms.
- Supervising a no. of 5 employees working for the payroll division.

### **Egyptian Distribution Group–Edge (Supermarket Chain Co.,) Jan2001–Sep. 2002**

*"Payroll division Manager"*

#### **Responsibilities:**

- Preparing the payroll and monitoring its deductions (Taxes, Insurance, Penalties...) and make sure that everyone get paid accurate and on time.
- Preparing social Insurance forms.
- Supervising a No 5 employees working for the payroll division.

### **Sainsbury's Egypt (Multinational Supermarket Chain Co., Nov. 2000 – Jan 2001**

*"Personnel Assistant Manager"*

#### **Responsibilities:**

- Handling the Employees Files and keep its documents in an Organization Manner.
- Supervise the Movement of the Employees between Sores.
- Preparing Social Insurance Forms.

### **ABC Supermarket (Supermarket Chain Co.,) Jan. 1988 – Nov. 2000**

*"Store Administration Assistant Manager"*

#### **Responsibilities:**

- Responsible for all the Administration work of the Store (Shifts, Stuff, etc).
- Monitoring the attendance Sheets of the Staff.
- Preparing the Monthly Salaries of Stuff and monitoring its deductions (Taxes, Insurance, and Penalties.)And make sure that everyone get paid accurate and on time.

### **Rouya (Marketing Co.,) Jan. 1998 – Apr. 1998**

*"Financial Manager"*

#### **Responsibilities:**

- Make Financial Analysis for the Company.
- Preparing the Profit and Loss monthly Report.
- Auditing the accounting ledgers and the daily entries.
- Prepare the Final budget of the Institution.
- Experience in dealing with bank.

### **Ben Atshan (Saudi Arabia) Feb. 1992 – Aug. 1997**

*"Financial Manager"*

- Make Financial Analysis for the Company.
- Preparing the profit and loss monthly Report.
- Auditing the accounting ledgers and the daily entries.
- Prepare the final budget of the Institution.
- Dealing with Bank.

### **RAMO Jun. 1991 – Feb. 1992**

*"Account"*

#### **Responsibilities:**

- Preparing the profit and loss monthly report.
- Handling the accounting ledgers and the daily journal entries.
- Prepare the final budget of the Institution.
- Dealing with Bank.

## **Rageb Sons Company Nov. 2002 – Feb. 2006**

*H.R Manager*

*Responsibilities:*

- Preparing the payroll and monitoring its deductions (Taxes, Insurance, Penalties.) and make sure that everyone get paid accurate and on time.
- Preparing social Insurance forms.
- Supervising a No 5 employees working for the payroll division.
- Handling the Employees Files and keep its documents in an Organization Manner.
- Supervise the Movement of the Employees between Sores.
- Preparing Social Insurance Forms.

## **Bin Dawood Company Apr. 2007 – Mar. 2011**

*Operation Manager*

*Responsibilities:*

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication “scripts” when handling different topic
- Overseeing the recruitment process
- Ensuring that a company’s procedures comply with employment regulations
- Managing and training the HR team
- Managing a company’s appraisal system and conducting appraisal meetings
- Monitoring various aspects of an employee’s performance, such as attendance
- Setting and reviewing pay structures and employee perks and benefits
- Handling any disciplinary processes and formal grievances
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- Planning and implementing training programs for staff

### **Computer Skills:**

#### **Using Payroll, Personnel & Financial application & E-Mailing Systems (MS Exchange).**

Working on PC's Platforms (Windows 98, Xp.)

### **Language Abilities:**

Arabic : Mother tongue

English : Good writing and Understanding Command.

French : Very good writing and Understanding Command

### **Personal Data:**

Nationality : Egyptian.

Date of Birth : 3/2/1967

Place of Birth : Cairo.

Marital Status : Married.

Military Status : Completed.

### **ACHIEVEMENTS & AWARDS**

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- Payroll deductions and taxes – (Taxes Authority Institution).
  - Social Insurance Calculations – (Meg Training Center).
  - Time management & deadlines (In House Training).
  - Leadership – delegation and decision making – (In House Training).

### **LANGUAGE**

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- Good writing and Understanding Command.

### **SKILLS & ABILITIES**

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- Microsoft Office (Word, Excel, Visio, Outlook, and PowerPoint).
  - Organized, attentive to details and active listening.
  - Strong Communication skills and negotiation techniques.

### **REFERENCES**

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- It will be available upon your request.
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