

Islam Mohamed Sayed

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Date of birth: 12 February 1984 | Nationality: Egyptian | Military status: Done

Summary

A seasoned HR professional with over 15 years of experience in accounting and human resources management. Skilled in strategic planning, organizational development, recruitment, payroll, social and medical insurance, and performance management. Proven track record of leading and managing HR teams, designing and implementing HR policies and systems, and delivering training and development programs. Seeking to leverage my expertise and leadership skills as an HR manager at a reputable organization.

Work Experience

The National organization for social insurance

HR Manager (2016 - present)

- Manage the overall HR strategy and roadmap for the company, including talent acquisition, retention, compensation, benefits, and employee relations.
- Design and implement performance management systems, including goal setting, performance evaluations, and development plans.
- Determine training plans per employee and department, and manage the training budget and forecasting.
- Manage the payroll and social and medical insurance processes, ensuring compliance with local laws and regulations.
- Track and analyze HR metrics and KPIs, and provide reports and recommendations to senior management.
- Supervise and mentor a team of 100 HR specialists and accountants.

Ministry of Finance (The National organization for social insurance)

HR Specialist (2011 - 2015)

- Identify short-term and long-term hiring needs, and coordinate the recruitment and selection process.
- Design and update employee compensation and benefits packages, and conduct market research and benchmarking.
- Implement and maintain HR policies and procedures, and ensure adherence to best practices and standards.
- Handle employee queries and grievances, and provide guidance and support on HR issues.
- Collaborate with internal and external stakeholders, such as managers, employees, auditors, and vendors.

Ministry of Finance (The National organization for social insurance)

Accountant (2008 - 2011)

- Perform bookkeeping and accounting tasks, such as accounts receivable, accounts payable, bank reconciliation, and journal entries.
- Prepare and review financial statements, such as profit and loss, balance sheet, and cash flow.
- Manage treasury and cash flow activities, and prepare short-term and long-term cash forecasts.
- Prepare and file tax returns, and liaise with tax authorities and auditors.
- Analyze revenues and expenses, and identify variances and trends.

United Company for Pharmacists (UCP) (Pharmaceuticals)

Senior Accountant (2006 - 2008)

- Oversee the accounting and financial operations of the company, and ensure accuracy and timeliness of reporting.
- Monitor and control the budget and expenditures, and provide variance analysis and recommendations.
- Supervise and train a team of 5 junior accountants, and assign and review their work.
- Implement and improve accounting systems and internal controls, and ensure compliance with accounting standards and regulations.
- Assist in the preparation and review of the annual budget and financial plan.

Al Marai Industrial

Accountant (2002 - 2004)

- Perform daily accounting tasks, such as invoicing, billing, payments, and reconciliations.
- Maintain and update the general ledger and the subsidiary ledgers, and ensure data integrity and accuracy.
- Assist in the preparation and analysis of monthly and quarterly financial reports, and provide support to management.
- Participate in the month-end and year-end closing processes, and ensure timely and accurate reporting.
- Support the audit process, and prepare and provide the required documentation and information.

Education

Bachelor of Commerce, Accounting | Ain shams University (2000- 2004)

Skills

Hard Skills:

- | | | |
|--------------------------|------------------------------|----------------------------|
| • Accounting and finance | • Organizational development | • Performance management |
| • HR management | • Recruitment and selection | • Training and development |
| • Strategic planning | • Payroll and benefits | • HR policies and systems |
| | | • HR metrics and KPIs |

Soft Skills:

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|-----------------------|-------------------|-------------------|
| • Communication | • Problem-solving | • Creativity |
| • Teamwork | • Decision-making | • Professionalism |
| • Leadership | • Time management | |
| • Analytical thinking | • Adaptability | |

Software Skills:

- | | |
|--------------------------|----------|
| • Microsoft Office | • Oracle |
| • Microsoft dynamics 365 | • odoo |

Courses

- ERP, Microsoft dynamics 365 | Ministry of Finance
- Master of Business Administration (MBA) | Al Azhar University,

Languages

- Arabic (native)
- English (fluent)