

Mohamed Dief Ibrahim Salem

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E-mail ID: mohamed.dief12@yahoo.com

Personal Information:

Date of Birth: 12 September 1991.

Nationality: Egyptian

Marital Status: Single

Military service: Exempted

Career Objective:

Pursuing a challenging career that will enhance my experience for communicating and interacting with customers and people, and to use my skills in the best possible way for achieving the organization's goals.

Education:

Bachelor of Commerce, English Section.

Major: Accounting. Tanta University - June 2012.

Extra Courses:

- Computer skills ICDL
- Microsoft Excel
- Peachtree complete Accounting
- Quick Books
- Professional Accounting Diploma

Personal Skills:

Ability to work as a co-operative team member.

Ability to handle conflicts.

Good negotiation skill.

Ability to handle many tasks.

Working experiences:

➤ **Accounts receivables & treasury accountant**

Company name / Rody for candy & chocolates

Responsible for:

- Clients' accounts for purchasing and payment, update all accounts daily, review and check with all clients their accounts weekly and follow with them for payment.
- Cash in & outflow and factory daily expenses.
- Arrange payments for vendors as per agreement dates.
- Making salaries sheets and payment for all employees.
- Check the stores with the storekeeper weekly.

Starting date: 23-11-2013

Ending date: 31-03-2015

➤ **Project Administrator**

Company name / Alfamar construction, Power & Water



Responsible for:

- Prepare the salary & overtime for Technicians & Labors.
- Responsible for all HR & Personal policy.
- Get the required permissions for all work in project.
- Get entry pass from SEC for all projects.
- Follow up the bills' collecting from project's owner.
- Prepare all projects' mobilization and demobilization and follow up their bills.
- Responsible about all cars and machine with their maintenance.
- Follow up car's accidents.
- Arrangement of accommodation, visa, iqama renewal, medical, insurance & leaves.
- Responsible for Exit, Reentry, Passport and tickets, Salary Cards etc.
- To determine and publicize the legal requirements for each employee, and to supervise achievement of these requirements on their dates.
- Providing all employee welfare activities like medical, transport etc.

Starting date: 26-07-2015

Ending date: 26-07-2017

➤ **Eastern Area Administrator**

Company name/ Alfanar Engineering Services

Responsible for:

- Daily expenses and petty cash in the area also closing all invoices and submitting for refund.
- .Responsible for accommodation in eastern and northern areas (more than 12 cities), bring quotations from hotels with all legal documents, negotiate for suitable prices, following issuing of PRs and Pos by supply chain department.
- Mobilizing all company staff between different cities and hotels and make booking for them, open and close rooms with best cost reduction way for company and suitable for engineers.
- Closing monthly hotel invoices and clearing overlapping between hotels invoices if available then send to accounting for final checking and make payments.
- Prepare the time sheet for all area staff.
- Responsible for all HR & Personal policy
- Prepare all projects' mobilization and demobilization and follow up their bills.
- Responsible for all cars, their maintenance and follow up cars' accidents.
- Arrangement of accommodation, visa, iqama renewal, medical insurance, leaves, tickets.
- Determine and publicize the legal requirements for each employee, and to supervise achievement of these requirements on their dates.

Starting date: 27-07-2017

Ending date: 30-05-2019

➤ **Installation projects Administrator**

Company name/ Alfanar Engineering Services.



Projects: Duba, Mecca, Al-Laith, AL-Qunfidhah, Baish & Farasan Islands.

Responsible for:

- Responsible for daily expenses and petty cash in projects also closing all invoices.
- Mobilizing all projects employees between different cities and hotels and make booking for them with best cost reduction way for company and suitable for all.
- Closing monthly hotel invoices and clearing overlapping between hotels invoices if available then submit to accounting for final checking and make payments.
- Prepare time sheet for engineers and Technicians.
- Responsible for all HR & Personal policy
- Prepare all projects' mobilization and demobilization and follow up their bills.

- Responsible about all cars and machines with their maintenance.
- Follow up car's accidents.
- Arrangement of visas, iqama renewal, medical insurance, leave & tickets.
- Determine and publicize the legal requirements for each employee, and to supervise achievement of these requirements on their dates.

Starting date: 01-06-2019

Ending date: 28-02-2021

➤ **Project Administrator**

Company name/ DAR International For Engineering Consultancy.

DAR

**International
Engineering
Consultancy**

HG

HanmiGlobal
for Project Management



Responsible for:

- Arranging interviews for candidates and getting client approvals.
- Preparing internal attendance sheet and client time sheet for 2 projects.
- Responsible for all HR & Personal policy.
- Arranging all engineers mobilization and demobilization and getting clients approvals.
- Handling iqama renewal, medical insurance, leaves, Exit reentry visa & SCE memberships.
- Activating employees allowances in system.
- Creating employees contracts and contract annexures.
- Checking projects petty cash invoices.

Starting date: 01-03-2021

Ending date: 21-10-2023

➤ **Time Management Specialist**



Company Name/ Alfanar - Support Services, Payroll.

Responsible for:

- Maintain employees leaves in system as per policy.
- Handling leaves deleting requests.
- Fixing Leaves collisions & errors request.
- Handle manual emergency requests (retroactive).
- Handle Manual vacation requests (retroactive).
- Update employees work schedules request.
- Handle Vacation Extension request.
- Handle Work / vacation start note request.
- Handle leaves extension monthly to avoid paying undeserved salaries.
- Locking & unlocking employees cards in SAP monthly as per their attendance conditions.
- Make monthly checking for leaves to make sure records are accurately.

Starting date: 01-11-2023

References:

Mr. Ekramy Hassan Elzayaty

General Manager of Rody candy & chocolates.

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Mr. Mohamed Amin Ibrahim

Section Manager Business Operations Support

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Mr. Mohamed Qsay Mohamed Altair

Specialist Business Operations Support

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