



Mutasim Elyas Abdelrahman Tageldin

HR – PAYROLL

PROFILE SUMMARY

Driven human resources professional with excellent communication and time management skills, seeking the position of payroll specialist. Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management. Passionate about creating meaningful strategies to create and implement internal company culture.

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RIYADH-KSA

EDUCATION

Master of Personnel Management - MPM | 1993

Pune University - India

Bachelor of Arts -Economics & Political Science | 1990

Lucknow University - India

Coordinating and proceeding the process for the changes occur throughout the organization such as internal manpower transfers, position changes, and promotions etc. to maintain the organizational effectiveness as per the requirements.

CAREER HISTORY

Tabuk Pharmaceuticals Mfg. Company - Riyadh**Designation: HRM – Payroll Section**

From 2016, Till November 2025

Major Responsibilities:

- Dependable more than 25 years of work well in paced experience in a meticulous environment payroll section ensuring accurate payroll disbursement through efficient supervision of payroll section.
 - Responsible for running EOS Benefit and doing the action is SAP system accordingly. Running all HR services and benefits i.e., vacations tickets, Education allowances etc. Helping new HR staff members to become Productive team members.
 - Ability in resolving any payroll issues and implementing quality assurance procedures to ensure timely disbursements.
 - Significant experience with payroll management methods. Remarkable ability to make astute observations.
 - Oversee and coordinate activities of the payroll department for employees in KSA.
 - Compile payroll information by managing payroll preparation. Data reports and compliant data maintenance.
 - Creating Standard Operating Procedure to maximize and streamline workflow. Attending start-up meeting.
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- Hiring & reviewing the new employee data in the payroll system and making action in relation to voluntary/non-voluntary separation (resignation/termination).
- Controlling all kinds of vacations & sick leave related to the employees. Annual vacation balance of employees.
- Follow up with all locations to get the approved monthly overtime/absents/unpaid leave and uploaded in the monthly salary.
- Implement all kinds of deductions/loans monthly if available.
- Preparing Monthly Payroll, checking reviewing and uploading it in the final stage to the bank
- Answer all questions to the employees in relation to monthly payroll if available.
- Preparing EOS and final settlement for all staff in KSA as per the law.
- Download the monthly salary from the bank site and upload it to MOL (Mudad). Execute other administrative tasks as requested by the management.
- The quarterly year is close with the Finance Team in relation to employees' loan balance or pending deductions.

Tabuk Pharmaceuticals Mfg. Company – Tabuk

Designation: HR & recruitment Supervisor – Payroll Section

Period: – Since 2000-2016

Responsibilities:

- Supervising and follow-up with all appointments for hiring new candidates (2000 till 2010).
Preparing offers/employee's contract and personal files for all employees. (2000 till 2010).
Supervising all newly hired staff offices ready with all items (2000 till 2010).
- Checking all the newly hired employees ready for the work on time (2000 till 2010).
- Preparing all confidential letters requested by the Administration & Finance Head (2000 till 2010).
Hiring new employees in the payroll system.
- Preparing all confidential letters requested by the HR Department related to the employees or others.
- Controlling all kinds of vacations & sick leave related to the employees. Annual vacation balance of employees.
- Follow up with all departments to get the approved monthly overtime/absents/unpaid leave and uploaded in the monthly salary.
- Implement all kinds of deductions/loans monthly if available.
- Preparing Monthly Payroll through SAP system, checking reviewing and uploading it in the final stage to the bank.
- Preparing EOS and final settlement for all staff in KSA as per the law.
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- Download the monthly salary from the bank site and upload it to MOL (Mudad). Execute other administrative tasks as requested by the management.
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Tabuk Pharmaceuticals Mfg. Company – Tabuk

Designation: HR Officer

Period: 16.11.1996 – December 1999

Responsibilities:

- Preparing all confidential letters requested by the Administration & Finance Head.
- Preparing all confidential letters requested by the HR Department related to the employees.
Validating all company staff registered in GOSI & labor office practical and annually.
- Preparing new recruitment contracts (internal and external).
- Guide and follow new employees to their job to ensure smooth settling in.

PREVIOUS WORK EXPERIENCES

1- Saudi Development & Trading Est. Tabuk

Designation: Administrator – Year 1995-1996

2- Energy House Trading Company

Designation: HR & Administrator Officer (1995) for temporary period

KEY SKILLS

- Communication Skills
- Leadership
- Time Management
- Decision-making
- Business awareness
- Practical experience in SAP system
- Interacting with all levels
- Interpersonal skills and work ethic
- Strong leadership abilities. Excellent communication skills
- Excellent in English & Arabic