

# Mariam Ayman ElSayed

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Giza, Egypt | 01001054575

## Profile

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Motivated and responsible with a strong willingness to learn and grow professionally. Skilled in working as part of a team, managing time effectively, and completing tasks with attention to detail. Known for being dependable, adaptable, and eager to take on new challenges. Looking to contribute to a supportive organization while developing new skills and gaining valuable experience.

## Experience

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- **Town Gas | HR Specialist** 03/2023 – Present
  - \* Monitoring daily employee attendance through the fingerprint system and ensuring accurate tracking of attendance data.
  - \* Entering and updating all attendance transactions in the system promptly.
  - \* Preparing periodic reports on employee attendance, punctuality, absences, vacations, and sick leave.
  - \* Managing the vacation system and maintaining accurate records of leave balances.
  - \* Administering the penalty system in compliance with labor law and updating disciplinary records.
  - \* Maintaining accurate and up-to-date employee records, including personal details, benefits, and employment changes.
  - \* Processing onboarding paperwork and entering new employee information into the payroll systems
  - \* Collecting, calculating, and inputting payroll data while ensuring accuracy and compliance.
  - \* Auditing timesheets, maintaining payroll records, and responding to payroll-related inquiries.
  - \* Recording employment actions such as exemptions, transfers, and terminations to ensure accurate HR documentation.
- **Egypt Gas | Human resources intern** 09/2021 – 10/2021

## Education

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Bachelor's degree in commerce, English Section

2018 - 2022

- Cairo University
- GPA: 3.08 / 4 (Very Good)

## Personal Skills

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- Time management and prioritization.
- Ability to work under pressure.
- Adaptable and quick learner.
- Flexible and open to change.
- Strong interpersonal Skills.
- Attention to details.
- Problem solving.

## Professional Skills

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- Possess excellent computer skills including proficiency in Microsoft OFFICE.
- Good Knowledge in ERP software such as SAP and Oracle for managing financial and HR processes.

## Languages

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- **Arabic** (Native).
- **English** (Very Good).