**Abanoub George Aziz**

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**I want to improve my professional skills and experience within a company who offers perspective and excellence in quality, as well as an environment of confidence and teamwork. To grow with the company in an effective way with the rest of the team offering the best experience in products and services.**

**Education:**

* Bachelor Degree Of Finance And Accounting   2019/2020  
  **Misr university for science and technology** (GPA 2.71)

**Work Experience:**

•**Customer Service Representative**

OSN (11/2020-03/2021)

-Answering incoming calls and respond customer's emails

-Management and resolve customer's complaints

-Identify and escalate issues to supervisors

•**HR Screener**

XCEED (03/2021-07/2021)

-Screening resumes

-Preforming in person and phone interviews with candidates

•**Payroll Accountant**

Top Business (08/2021-09/2022)

-Prepare a monthly payroll for around two thousand employees for more than 15 companies such as (Vodafone, AXA, Nestle Egypt, and KOTN)

- Taking into consideration all actions that impact payroll

-Follow up the hiring & resignation with Personnel Dept.

-Calculating net salary and deductions

-Adheres to payroll policies and procedures and complies with relevant law

-Answer employee questions concerning payroll

**•HR Payroll Operation**

•Misr Bank **(10/2022-Present)**

**-**Prepare employees' compensation by the end of each month

-Ensure wages and tax withholdings comply with regulations

-Answer questions about compensation, benefits, taxes and insurance deductions

-Calculate bonuses and allowances

-Analyze payroll issue and provide appropriate action plans

**-**support in the approval employees loans and credit card

**Volunteer Work:**

**-**AISIEC, Vietnam (2019)

**Languages**

* **ENGLISH:         Advanced.**
* **AEABIC:       Native.**

**Skills:**

- Proven work experience as a Payroll Officer, Payroll Clerk or similar role

- Ability to handle confidential information

- Strong math skills with an ability to spot numerical error

- Time-management skills

- Making the monthly payments using EXCEL

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