

Professional Summary:

Experienced: WPS, Payroll, Benefits & Rewards, Staff's (Leave Cr. & EOS) Provisions, Compensations, Personnel, HRMS, Administration, Public Relations & Financial Reporting. Since 2010 in UAE. With different work industries:

- Pharmaceutical Trading.
- FMCG. (Food & Beverage).

Professional Experience Time Line:

➤ Dec 20 To Date **Position: Operations Manager / HR ~ Finance ~ Logistics**



Employer: Arabian Ethicals Co. (ETHIX)
(Dubai-UAE) [Medical Distributor]

Responsibilities:

❖ As HR. Officer:

- Processed payroll and calculated variable inputs by accurately using advanced work sheets to secure payment trace-abilities.
- Independently maintained 100% accuracy in transferring correct data from payroll spreadsheets into Online Banking system. [WPS]
- Maintained staff provisions for monthly accruals reporting.
- Generated Annual Leaves / EOS Settlements & Transferred via WPS.
- Maintained employees' -Soft & Hard- files with updated records, such as LC/Visa's Renewals, Hiring or Cancellation, by coordinating with PRO.

❖ As Financial Officer:

- Generated "Pivot" reports detailing various metrics and account information.
- Processed bank reconciliation, Cash-flow, VAT. Reports
- Generated bank transfers on Portal, Cheques & Petty cash control.
- Generated Sales Invoices, LPOs, Credit/Debit Notes & follow up with customers for collection.
- Prepared accounts for regular audits and assisted with process.

❖ As Logistics Officer:

- Processed registration in Dubai Municipality/Lab. For new products.
- Coordinated with Shipping agent, involved in custom clearance procedures & shipments delivery.
- Coordinated with Business Partners/Distributors for goods receiving or delivery, by managing destinations/timing schedules.
- Controlled stock (moving) & (value).



Personal Info

Address

Ajman, UAE

Phone

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E-mail

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Education:

B. of Commerce – English Accounting Section, from Zagazig University, EGY-2009

Languages:

Arabic - Native

English - Fluent

Additional information:

- **Date of Birth:**
Jun 30th, 1985
- **Nationality:**
Egyptian
- **Marital / Family Status:**
Married, with Family visa sponsorship
- **Driving License:**
Valid in UAE with private car



<https://www.linkedin.com/in/tariq-elsayed-34379ba6/>

➤ **Nov 15 To Nov 20**



Position: HR. Administrative Supervisor / Payroll Officer

**Employer: Gulfa Mineral Water & Processing Industries PLC.
(AJM-UAE) Americana Group [FMCG.]**

Responsibilities:

- Applied knowledge of regulations & employment law to keep operations in compliance.
- Provided subject matter expertise to management and employees regarding payroll issues.
- Investigated and resolved variances and employee claims.
- Performed calculations in payroll categories such as overtime, incentives, vacations and sick leaves.
- Reconciled accounts such as indemnity and health care benefits.
- Received and reviewed time records for more 100 employees.
- Prepared accounts for regular audits and assisted with process.
- Produced documentation and reports regarding payroll activities.
- Processed payroll and calculated deductions by accurately using [advanced work sheets] to secure payment trace-abilities.
- Uploaded time records into [TAS. Program] and made necessary adjustments.
- Managed payroll processing for over 150 employees.
- Processed benefits, medical, vision, pension, sick, and vacation forms to assist employees.
- Maintained employees' -Soft & Hard- files with updated records, such as LC/Visa's Renewals, Hiring or Cancellation, by coordinating with PRO.
- Achieved +100K. \$ Savings by implementing review process for medical, life and disability insurance Policy.
- Developed reports by compiling summaries for Personnel costing, wages, deductions, disability and leave.
- Processed payroll on both Timeframe and accuracy basis for more than [150] employees.
- Maintained employee confidence and protected payroll operations by keeping all information confidential.
- Independently maintained 100% accuracy in transferring correct data from payroll spreadsheets into Online Banking system.
- Responded to employee questions and requests for information in timely and knowledgeable fashion.
- Reviewed personnel records to determine names, rates of pay, occupations of new hires and changes in wage rates.

➤ Aug 10 to Aug 15 **Position:** **General Administrative Accountant**



Employer: **Trust Line FZC.**
(SHJ-UAE) **Biotech Italia srl.** [Cosmetics Manufacturer]



Responsibilities:

- Collected and arranged financial information and entered details into ZETA ERP. Financial management system.
- Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting.
- Generated "Pivot" reports detailing various metrics and account information.
- Contacted customers as soon as issues arose to immediately find resolution before problems escalated.
- Investigated and resolved variances in digital and physical records to promote record integrity.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Processed payroll and calculated deductions by accurately to secure payment trace-abilities.

➤ Sep 09 to Dec 09 **Certified Courses:**

- **ICDL** – International Computer Driving License, Certified by UNESCO (Nov-09")
- **English Conversation Course** - Certified by Lane Community College, Eugene, Oregon, USA. (Oct-09")

Skills:

• Financial reporting/analytics	• MS Office, Internet & Outlook
• Full knowledge about UAE Labor Law	• Oracle, Zeta ERP & SMACC user
• Internal control management	• Strong communication skills
• Presentations & Data Show	• Self-motivated professional
• Adaptable & ready to learn new skills	• Self-control

Tariq Elsayed