



Tarek Fekry Shapan

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📍 Hanouvil – Agamy - Alexandria

Birth date

30/9/1986

Military status

Exemption

Marital status

Married & reliable

Education

Faculty of commerce - Alexandria University

Bachelor's Degree, Accounting, Good

May 2007

Experience

Head of payroll and social insurance Department

Lord International S.A.E

May 2008 – March 2016 (7 years 11 months)

- ✓ Preparing salary budgets, payroll plans and bank transfers.
- ✓ Maintain tune pay structure.
- ✓ Maintaining salary benchmarks where available.
- ✓ Preparing reports of bonuses and annual salary increases.
- ✓ Preparing the annual tax settlement.
- ✓ Preparing reports of claims compensation pay for sick leave and work injury.
- ✓ Analyzing the accounts related to salaries.
- ✓ Practical experience in accurate implementation of labor and social insurance laws, including assurance of fulfillment of legal requirements.
- ✓ Participate in HR functions to develop and enhance new staff induction and staff loyalty.
- ✓ Preparing many databases that help tasks: payroll, taxes, social insurance and human resources accomplished faster and better.
- ✓ Maintaining continuous development in data and reports required by the Board of Directors.
- ✓ Contribute to other HR tasks and functions as needed.

Courses

ICDL - Apr 2008

From Faculty of commerce - Alexandria University

Labor and insurance law - Jul 2008

From Institute of Social Insurance

Insurance Subscriptions - Dec 2008

From Institute of Social Insurance

Microsoft Access 2010 - Jan 2013

From New Horizons

Skills

Administration

- Organizing and prioritizing personal schedule.
- Contacting with department heads regarding day-to-day issues.
- Successfully worked to strict deadlines.

Communication

- Successfully dealing with all of the workers, administrators, engineers, senior management and third parties such as banks and government institutions.
- The ability to solve the problems of workers on wages, social insurance and bank transactions.

Managerial and Interpersonal

- Part of a team to design new office procedures.
- Work effectively both as team member and independently.
- Enthusiastic and committed in work.

IT

- Compiling and editing comprehensive monthly activity reports.
- Daily use of databases.
- Designer of MS Access customize database to suit the work needs.
- Microsoft Office – word, excel, access and power point - Windows - Internet.

