



Tawfek Rababeh

Damascus , muhajeren

PERSONAL INFORMATION

Age: 29 years

Nationality: Syrian

Gender: Male

Military Service: Postponed

Mobile: 0938602250

Email: rababeh.95@gmail.com

CAREER INFORMATION

Work Cities: Latakia Remotly Aleppo Damascus

Educational Level: Bachelor Degree

Experiences: 2 years

Current Job Status: Working

Education

Master

MBA at HIBA

Grade 70

Date 04 - 2023

Bachelor Degree

Business administration human resources at HIBA

Grade 70

Date 06 - 2021

Bachelor Degree

Preparatory Certificate in Management at HIBA

Grade 65

Date 09 - 2019

Skills

Tools and Fields of Expertise:

ICDL *Expert*

Auto Id Application *Expert*

HR Training *Experienced*

NLP *Experienced*

Languages:

Arabic



English



Work Experience

HR payroll at Katerji Holding Group

From 06 - 2022 to Until now

Perform tasks to establish and maintain employee payroll records Input, review, and audit timekeeping and other payroll related records Maintain time and attendance records Enter new hires into the payroll system Post changes in pay, tax status, and other miscellaneous categories Compute wage, overtime, and other types of pay Calculate and record payroll deductions (voluntary and involuntary) Process advance, termination and other out-of-cycle payments Reconcile earnings and deduction totals Compile payroll data for management, auditors, and others Assure that all employees receive timely responses to inquiries, questions, etc.

Human Resources

main teller at Byblos bank

From 01 - 2022 to 06 - 2022

Head Teller supervises a teller line that processes a variety of financial transactions including check cashing, withdrawals, deposits, and loan payments. Assists tellers with more complex tasks, approves exception transactions, backs up tellers and performs teller duties as needed.

Banking / Insurance

Teller at Byblos bank

From 01 - 2021 to 01 - 2022

Serves customers by completing account transactions. Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.

Banking / Insurance

Payroll & Recruitment Coordinator at Union Electric

From 01 - 2020 to 12 - 2020

Processes company's payroll every pay period Maintains payroll processing system and records by gathering, calculating, and inputting data Computes employee take-home pay based on time records, benefits, and taxes Answers staff questions about wages, deductions, attendance, and time records Receives and coordinates requests for leave and other absences Identifies, investigates, and resolves discrepancies in timesheet and payroll records Design and update job descriptions Screen incoming resumes and application forms Interview candidates (via phone, video and in-person) Advertise job openings on company's careers page, social media, job boards and internally Provide shortlists of qualified candidates to hiring managers

Human Resources

Personnel Coordinator at julia dumna group

From 10 - 2019 to 06 - 2020

Assist with all internal and external HR related inquiries or requests Maintain both hard and digital copies of employees' records. Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts. Assist with performance management procedures. Schedule meetings, interviews, HR events and maintain agendas. Coordinate training sessions and seminars.

Human Resources

HR Education and development at MTN

From 07 - 2018 to 08 - 2018

One month training at MTN

Human Resources

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