

# Nourhan Saeed Elsafany

## Contact

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Janakles , Alexandria

DOB:25-8-2000

## Education

Alexandria University,2022  
Bachelor in Commerce & business  
administration,English section  
,Major financial management .

Grade : Very Good

High School,2018 at EL- Ekbal  
National College.

## Language Skills

Arabic: Native speaker

English: Fluent

## Knowledge & Skills

- Negotiation Skills
- Effective Communication
- Time Management
- Attention to Detail
- Decision-Making Abilities
- Organizational Skills
- Relationship Building
- Analytical Thinking
- Flexibility
- Event planning

## Objective

Seeking a new challenge where I can utilize my knowledge and have a continual improvement to my skills through out a motivational environment that helps me to move through different opportunities that may improve my expertise and leads me to personal and professional special experience in my career.

## Experience

March 2024 – Present

HR Recruiter, Go Trips

September 2022 – February 2024

Admin Coordinator, ATEB Group

August 2020 – September 2020

Online trainee, Banque Misr

## Courses

- HR online course at B-Hub BS
- ICDL

## Extracurricular activities

January 2020 - Present

Marketing Team Member (Media coverage) , Planetarium Science Center (Bibliotheca Alexandria), Egypt.

- Cover the entire event so it can be posted on social media.
- I conducted interviews for volunteer recruitment ,assessing skills, experience,and commitment to the role.
- Assisted with organizing and promoting educational events and activities.

## Experience

March 2024 – Present

### **HR Recruiter, Go Trips**

- Writes job descriptions for needed positions.
- Screening and interviews candidates.
- Presents a shortlist of candidates to management .
- create engaging videos for the company for branding purposes on social media.
- Welcoming newly hired employees and executing the engagement plan throughout the onboarding journey.
- Preparing and distributing onboarding welcome gifts.
- Finding and reaching out to great candidates by using methods like searching online, networking.

September 2022 - February 2024

### **Admin Coordinator, ATEB Group**

- Creating and executing schedules, managing budgets, communicating with staff or clients who need assistance ,and keeping organized records.
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.
- organizing and managing recruitment and interview processes.
- Scheduling interviews with potential candidates.
- Responsible for maintaining effective workflows in an organization through efficient management across various departments within an organization.

August 2020 - September 2020

### **Online trainee, Banque Misr**

- Participated in interactive online learning modules and engaged with industry experts and peers to expand my knowledge and skills.
- Studied a comprehensive curriculum covering all aspects of banking operations including financial analysis, risk management, customer service and regulatory compliance.
- Acquired practical experience by completing case studies, simulations and assignments that simulated real-world banking scenarios.

**References are available upon request.**