

NOURHAN HESHAM KAMAL

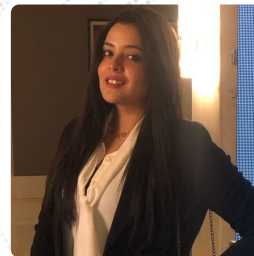
HR generalist

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📍 Hadayq elquba , Cairo



EXPERIENCE

HR generalist

Theqa realestate

📅 01/2023 - Ongoing

- Resolve problems and improve operation .
- Managing team of employees , overseeing , hiring and professional growth of employees.
- Calculate overtime, vacations amd sick hours to provide accurate data to payroll processing database.
- Make interviews , Organize meetings and arrange the appointments .
- Maintain employees records in electronic and paper form .
- Make monthly performance about our candidates.
- reporting on how the business is functioning and whether the implemented processes and policies are working or need changes.

HR generalist

Centric properties

📅 05/2022 - 12/2022

- Managing team of employees , overseeing , hiring and professional growth of employees.
- Calculate overtime, vacations amd sick hours to provide accurate data to payroll processing database.
- Maintain employees records in electronic and paper form .
- reporting on how the business is functioning and whether the implemented processes and policies are working or need changes.
- be overseeing the accounting department or working closely to review budgets, revenue growth, and profitability.
- improving production, streamlining employee communication and ensuring compliance with government agencies on regulations.
- Conduct exit interviews with resigned employees.
- Resolve problems and improve operation .
- Ensure awareness and implementation of all company policies .
- Ensure employees attend scheduled training and development.
- organizing induction programmes for new employees .
- Coordinate with IT department on all office equipment and Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.

HR generalist

Theqa realestate

📅 08/2021 - 05/2022

- Resolve problems and improve operation .
- Managing team of employees , overseeing , hiring and professional growth of employees.
- Create a presentations in powerpoint .
- Calculate overtime, vacations amd sick hours to provide accurate data to payroll processing database.
- Make interviews , Organize meetings and arrange the appointments .
- Preparing reports about employees effort .
- Maintain employees records in electronic and paper form .
- Make monthly performance about our candidates.
- Conduct exit interviews with resigned employees.
- Assist in development and implementation of human resource policies

EDUCATION

Faculty of
commerce credit
hour system
accounting and
finance department

GPA
3.78 / 4.0

Ain shams university

📅 10/2017 - 06/2021

- grade : excellent (A)

TRAINING / COURSES

General training at bank masr

Course of HR by the HR solutions

Training in financial affairs at general petroleum company

Digital marketing diploma in realestate

(PFA) professional financial accountancy with application of computerized system / ICDL

LANGUAGES

Arabic

Native



English

Intermediate



Italy

Beginner



SKILLS

Excel

Word

Power point

Google sheets

EXPERIENCE

Data entry

Elmasrya raneen

📅 06/2020 - 02/2021

- Scanned documents and saved in database to keep records of essential organizational information
 - Calculate the profit and the loss for every month
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Tele sales

Atheel contract center

📅 04/2018 - 01/2019

- Initiating sales with potential customers over the phone
- Listening to the customers' needs to generate repeat sales.
- Gathering and documenting customer information, payment methods, purchases, and reactions to products.
- Keeping up to date on all services and informing customers of new offers .
- Answering customers' questions about our service .