



About Me

As an HR Generalist, I manage various HR functions within an organization, including recruitment, selection, onboarding, performance management, training, employee relations, benefits administration, and HR policy implementation. I ensure fair and unbiased recruitment processes, facilitate smooth employee integration, set performance goals, and provide feedback. I also identify training needs, develop programs, and support professional development. I serve as a point of contact for employees, addressing concerns and promoting a positive work environment. I ensure compliance with labor laws and company policies. Lastly, I manage employee benefits, ensuring employees understand their benefits and navigate any issues.

EXPERTISE

- Management Skills
- Creativity
- Social media
- Negotiation
- Critical Thinking
- Leadership

Nihal Abd Elmottaleb

HR specialist / HR personnel
Legal Researcher

● Experience

HR Coordinator
L.I.O.N.S Company
May 2023

The role involves handling HR inquiries, maintaining personnel records, supporting other functions, conducting orientations, onboarding, providing administrative support, managing HR databases, and coordinating schedules and calendar activities. This involves consulting employers, interviewing applicants, conducting background checks, hiring or referring qualified candidates.

Head of administration
at Brand Connection Company
October 2022 -January 2023

Negotiating contracts and agreements with vendors, Hiring and training staff, Delegating tasks to administrative staff and monitoring daily operations, Acting as a liaison between the employees and upper management when it comes to financial and administrative issues, Developing and promoting policies that ensure positive interaction between administrative staff and other personnel, Making changes to increase efficiency in the workplace, Generating annual workflow finances and Organizing the workplace so that the workflow is streamlined.

Trainee at Mr. Khairy Khalil for
accounting auditing and establishment
of commercial companies.
June 2021

● Education

Diploma in Administrative Sciences
Alexandria University
2021-2022

Diploma in Public law
Alexandria University
2020-2021

School of law
Alexandria University
2016-2020

● Skills Summary

HR Skills	<div><div></div></div>	85%
MS Office	<div><div></div></div>	95%
Labor Law	<div><div></div></div>	97 %



01021103372 - 01282635165



ni.essam25@gmail.com



8 Tabarak ST. Miami , Alexandria