



# Yasmen Hassan Hamdy Farghaly

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📍 ElMoalemin-Assiut, Egypt

📅 15/05/2000

## Education

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2018 – 2022 Bachelor's degree in Specific Education , Education Technology department

Assiut University

Grade : very Good

## Professional Experience

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2023 – present **HR Specialist and Director of the Charmain of the Board of Directors 's office**

### **El Barakat Group**

- Respond to internal and external HR related inquiries or requests
- Responsible for everything related to work in social insurance and governments
- Attracting human resources and conducting interviews for applicants and selecting the best employees
- Responsible for attendance and monthly payroll for employees
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)

- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

**10/2022 – 12/2022      Receptionist**

**Hubsy Co working space**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

**07/2022 – 10/2022      Receptionist**

**Euclid Center**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone

## **Skills**

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- Multitasking and time-management skills, with the ability to prioritize tasks
- Excellent organizational skills
- Knowledge of human resources processes and best practices
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- Ability to handle data with confidentiality
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills

## **Languages**

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- Arabic ( mother tongue )
- English ( A1 Level ).