

Norhan Alaa Eldeen

HR SPECIALIST

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Objective

A self-motivated individual with the passion and drive to take ownership of new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional communicator willing to understand conflicts and provide a positive resolution. Noted for taking on challenging tasks in a new environment.

Experience

Vision Tourism | HR Specialist 2023 - 2024

- Conduct personal interviews, training, and manage employment contracts and social insurance for employees.
- Handle resignations, set penalties and deductions, and manage employee promotions.
- Inform employees of company decisions and communicate their proposals to management.
- Represent employees before the company management.
- Create and maintain complete employee files, including behavior records, and compile tables with employee numbers and names.

Queen International School | HR Specialist 2022 - 2023

- Prepare and manage teacher schedules, appointments, and social insurance.
- Handle teacher leave (casual, monthly, annual, sick) and manage penalties, deductions, and resignations.
- Record and monitor teacher attendance and dismissal times.
- Represent teachers in issues with the school administration and address objections.

Education

Faculty of Law, Cairo University

Skills & abilities

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Management

Courses

- English
- Soft Skills
- ICDL Certificate
- Human Development Course

Languages

- Arabic: Mother tongue
- English: Work Proficiency