

MAHA NADY

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Professional Summary

Seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- HR background
- Supervisory skills
- HR policies knowledge
- Client rapport
- Relationship building
- Teamwork and Collaboration
- Flexible and Adaptable
- Planning and Coordination

Work History

HR Supervisor, 09/2021 to Current

Egypt University of Informatics - EUI – New Capital, Cairo

- Created all HR policies and procedures that is essential for the start-up phase.
- Created all employees data sheet, staff IDs and medical cards.
- Collaborated with entire human resource department to discuss new ways to recruit top talent.
- Supervised the creation of the different types of contract with the legal departments.
- Dealt with the social insurance organization and labor law office to open the university file and get its registration number.
- Created all types of forms needed for the HR department and the staff.
- Updated HR database with new employee information, changes in benefits and other details.
- Facilitated onboarding sessions and on-the-job training for new hires bolstering position knowledge and skillset.
- Oversaw exit interviews and off-boarding process for resigned and terminated employees.
- Maintained payroll information by calculating, collecting, entering data and uploading sheets on the E-payroll.
- Oversaw hiring, staffing and labor law compliance.
- Handled on-boarding process for newly hired employees, which included distribution of all paperwork.
- Prepared new hire letters, employee contracts, HR letters, Secondment letters and corporate policies.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Structured compensation and benefits according to market conditions and budget demands.
- Created an in-house attendance system in cooperation with the IT team.
- Applying the labor law forms, social insurance forms and make sure that they are handed on time.

- Responsible for addition and deletion of the newly hired to the medical plan of the university.

HR Recruitment Specialist and Acting Supervisor, 10/2018 to 09/2021

The British University in Egypt - BUE – El-shorouk, Egypt

- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments.
- Attending job fairs and exhibiting the university serveries and available jobs.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Studied job descriptions and qualifications to determine applicant requirements.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Maintained filing system of current, prospective and future positions.
- Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Advocated for the appropriate offer, sending offers to candidates and updating their expected start date.
- Developed recruiting strategies to identify qualified candidates and build network.
- Responsible for the onboarding and induction of the newly hired staff.
- Collecting hiring documents, doing contracts and secondment letters.
- Follow up on renewing dates of the staff, issuing renewal letters and updating data on the the HR data base.

HR Recruitment Senior Coordinator, 01/2017 to 09/2018

The British University in Egypt - BUE – El-shorouk, Cairo, Egypt

- Exceeded goals through effective task prioritization and great work ethic.
- Collaborated with team members to achieve target results.
- Attend job fairs and careers events.
- Conduct telephone interviews.
- handle BUE & support staff orientation including having them sign all required hiring documents.
- Worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
- Coordinated schedules to arrange management interviews with applicants.
- Advertised job opportunities on social media platforms and job boards.
- Developed recruiting strategies to identify qualified candidates and build network.
- send job offers and medical check-up letters.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments.

HR Recruitment Coordinator, 09/2015 to 12/2016

The British University in Egypt – El-shorouk, Cairo, Egypt

- Directs staff in screening applicants, preparing interviews, administering tests, checking references and background, and evaluating applicant qualifications.
- Sending job offers and make sure that the candidate receives his medical check-up letter.
- Making sure that the candidate handed all his hiring documents, did the contract and received his ID
- Issues regular reports on applicant flow, selection, and turnover.
- Keeps track and documentation of: interviews, hires, transfers, promotions, and terminations
- Reviews, validates HR data base and issue regular staffing and headcount analysis as required
- Handle staff orientation including having them sign all the required HR documents.
- Collect new employees hiring documents and submitting them to the personnel.
- Use recruiting tools like tests and assignments to assess candidates' skills.
- Provide a shortlist of qualified candidates to hiring managers.

HR Admin Assistant, 01/2014 to 08/2015

The British University in Egypt - BUE – El-shorouk, Cairo, Egypt

- Assisted the three departments “Recruitment – Personnel – C&B” in their daily task.
- Worked with the C&B on the monthly payroll process for full time, part time and support staff.
- Issuing HR letters, club cards and medical cards.
- Worked with the personnel team on tracking the attendance, checking the long absence, entering all types of leaves on the system and revising form 2.
- Worked with the recruitment team on follow up on the expected joining staff, conducting telephone interview, viewing and filtering matching CVs and updating the database with the accepted, rejected and apologized candidates.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Sparked productivity by setting itineraries and scheduling appointments.
- Managed employee exit interviews and paperwork.

English teacher, 09/2012 to 12/2013

Harvard Egypt Collage School – Nasr City, Cairo, Egypt

- Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Teaching conversation lessons in cooperation with the foreign staff.
- Prepared and implemented lesson plans covering required course topics.
- Administered assessments and standardized tests to evaluate student progress.
- Helped students develop important learning skills and good study habits useful in trade school or college education.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Cultivated relationships with parents for complete support network.

International Billing Advisor, 04/2012 to 09/2012

Vodafone International Services - UK – Giza, Egypt

- Handle UK Customer's inquiries and complaints.
- Ensure customer delight and satisfaction.
- Log customer details on CRM (Crystal program).
- Provide customer with accurate information and right solutions.
- Exceeded goals through effective task prioritization and great work ethic.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

English teacher, 09/2011 to 04/2012

AGYAL Integrated school – 5th settlement, Cairo

- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students' progress and provide grades and feedback.
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- Coordinated activities to encourage interest in reading.
- Developed overall yearly curriculum for teaching English-language learners based on school and national requirements.

Tele Sales Agent, 07/2011 to 10/2011

Emerging Media – Ramsis, Cairo

- Handled high-volume telemarketing operations with expert use of client management software and computer dialing.
- Displayed excellent sales skills and understanding of how to leverage abilities to exceed quotas.
- Answer questions about products or the company.
- Take and process orders in an accurate manner
- Informed current and prospective customers of promotions and new or upgraded products.
- Answered calls, took messages and transferred calls to correct individuals.
- Built relationships with customers using strong persuasion and active listening skills.

Education

Professional Development Course, BUE: 2019

BA of Al-Alsun: Languages And Translation, 05/2011

Ain Shams University - Cairo

Faculty of AL-Alsun, English Department,

Overall grade: Good

Ebn El Nafis Exp. Language School

Mubarak Exp. Language School (primary and preparatory stage)

Berlitz English Course: 2011

2011

ITI - Cairo

EDU Egypt program (PBO) Business process outsourcing by Infosys: " soft presentation and communication skills, business English, customer service training"

Certifications

ICDL, Information Systems Institute, 2007 Microsoft Office 2007