



# **RASHA MOHAMED SHEHAB ELDIN**

## **Personal Data**

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- **Address:** Nasr City, Cairo, Egypt
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## **Education**

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**AIN SHAMS UNIVERESITY, Cairo-Egypt.**

License of Law, graduation in the Faculty of Law,

## **WORK EXPERINCE**

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➤ **Since Jan 2020**

**GUC German University, Cairo, Egypt**

HR Officer/ Assistant HR Manager

### **Job Description:**

- Assist the Human Resources Manager to maintain and enhance the organization's human resources by planning, implementing, and evaluating human resources policies, programs, and practices.
- Responsible for carrying out action plans for Human Resources strategies within the region of responsibility.
- Managing all aspects of Human Resources including recruitment, assessment, onboarding, payroll, personnel, career planning, promotion, disciplinary processes, and performance evaluation.
- Planning and carrying out recruitment processes according to recruitment needs analysis.
- Providing support for training, talent management, and wage management.
- Leading efforts to increase employee loyalty and engagement.
- Managing regular reporting processes.

- Supervising and closely following personnel file creation and archiving, ensuring compliance with HR Solution Centre Function standards and country legislations.
- Responsible for policy development and management of payroll-related functions to ensure proper setup, processing, and generation of company payroll.
- Following up on employees leaving, recording reasons in the system, and ensuring compliance with legal regulations and company procedures.
- Identifying business needs and aligning business strategies with company HR strategies.
- Facilitating effective communication between the Human Resources Department and other departments.
- Monitoring all personnel movements (recruitment, transfer, promotion, rotation, termination, etc.) and communicating with relevant parties

➤ **Jun 2015 to Nov 2019**

**NIS Nile International School, Cairo, Egypt**

Timekeeper & Payroll specialist,  
Personal affairs Department

**Job Description:**

- Record and maintain accurate records of employee working hours
- Ensure compliance with company policies and procedures regarding timekeeping
- Generate reports related to employee attendance and work hours.
- Assist with payroll processing.
- Create a file for each employee including Name, Code, Salary, and daily attendance sheet.
- Oversee and manage Adding new employees by creating new file including employee information represented by full name, employee company code, phone number, address, email, academic graduation with certificate details, hiring date.

➤ **Apr 2013 to Mar 2015**

**HIC - Harmony International CO, Cairo, Egypt**

Purchasing Specialist

**Job Description:**

- Communicate with suppliers to arrange or hasten deliveries and resolve any shortages, discrepancies, or delays in deliveries.
- Scrutinize requisition orders to ensure accuracy, appropriate terminology, and correct specifications.
- Create, organize, and review purchasing files, reports, and price lists.
- Analyse prices, specifications, and delivery timelines to identify the most advantageous offer from potential suppliers.
- Monitor the progress of requisitions, contracts, and orders.
- Compute the costs of orders and forward invoices to the relevant accounts for payment.

➤ **Dec 2011 to Feb 2013**

**TOP TEC PHARMACY, Cairo, Egypt**

Recruitment Officer,  
Human Resources Department.

### **Job Description:**

- To Respond to all applicants' requirements in a professional, courteous manner in line with university standards
- Direct applicants to the online application service related to the GUC
- Guide Officers and Management Department to HR database when necessary for timely paperwork.
- Produce ad hoc reports from HR database as and when required.
- Ensure all applicants have the correct documentation and assist them to fill in the hiring application related to the required position.

➤ **Feb 2007 till Oct 2011**

**Dr. Mohsen Al-Aboudy Office - International law firm, Cairo, Egypt**  
Office Manager

### **Job Description:**

- Provide hospitality support to include but not limited to reception service, greeting and welcoming visitors, directing and announcing business updates as appropriate, and meeting room support.
- Office management duties including but not limited to procurement of stationery, office supplies and staff amenities, and preparation of purchase requisitions. Maintain office furniture and storage layout, suggest improvements, implement changes as needed or directed.
- Laise and contact with accounting department to obtain the Review Accounts & Review expenses and revenues related to the company and customers & banking transaction for VIB Clients, to prepare it for the General Manager for signature.
- Oversee and follow up the electronic archiving, document controlling, organizing meetings and communication channels.
- Prepare and manage the staff attendance and report it to the Office Human resources.
- Manage all office administration functions including reception desk, asset inventory, storage and filing space.
- Provide admin support to all departments, including word processing, file management, filling, scanning and photocopying.
- Always maintain confidentiality, Confidential and sensitive information is kept secure and is not disclosed to unauthorized parties.
- Daily communication with the office team and departments and handling general queries.
- Answering and directing phone calls to relevant staff.
- Preparing needed documents for meetings and Court pleadings.
- Responsible for office and car maintenance.
- Finding ways to improve the administrative processes.
- Keep using the effective communication skills for the Public Relations inside and outside the office.
- Always greet & treat visitors with respect & courtesy in person or over the phone.
- Liaise with Office staff, stakeholders, suppliers and other external organizations as and when required.

- Arrange/facilitate travel, accommodation, allowance entitlements and other benefits for office staff and visitors.
- Ensure to keep office always cleaned by overseeing “the office boys” fulfil the office cleaning needs, and they provide efficient assistance to all teams.
- Report HR Manager on employee performance for further decision making and performance optimization.
- Provide the guidance to the office staff when needed.
- Undertake all other duties that may be assigned by the management staff.
- Provide administrative support in maintaining all documentation and record keeping,
- Receive and sort daily mail/receive deliveries/arrange couriers. Notify employees when they receive deliveries.

## **Computer Skills**

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MS Office including Word, Excel, PowerPoint & Outlook as well as Internet skills and interpersonal skills.

## **Personal Skills**

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- Dynamic and Planning skills
- organizational skills
- result-oriented
- analytical thinking
- Effective communication skills
- leadership vision
- team management skills
- Document Controlling experience.
- Exceptional Interpersonal.
- Oral and Written skills at an Executive support level.
- Problem solving
- Multi-tasking and organizing.
- Time management
- Teamwork
- Public Relation & Effective Communication skills
- Quick learner with new tasks and technologies

## **. LANGUAGES**

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- English: Good spoken and written
- Arabic: Mother Tongue