

Nermeen Alaa Hegazy

Damanhur- Elbehirah
+20-01015744226 \ +20-01114963733
Nermeen.hegazy66@gmail.com

Education:

- Bachelor Of Commerce English section (Damanhur University).
 - Major : Business Administration
 - Grade : Good (79.7%)
 - Graduation Year : 2019

Work Experience:

- **HRBP** at J&T Express Egypt. (May 2022 –Till now)
 - Recruitment process and Talent acquisition
 - Conduct all Personnel department process
 - Maintain Employee files and records related to events, such as hiring, termination, leaves, transfers, or promotion in electronic and paper form
 - Communicating with Supervisors, Peers to follow up the Branches
 - Preparing Payroll effect sheets.
 - Contact with HQ to create employee's tools (Email,User Apps..etc)
- **HR Specialist** at AM Advertising Company. (August 2021 – December 2021)
- **Administrative Assistant** at Radco Construction Company. (October 2020- August 2021)
- **Customer service** at R7abaya co-working space (part time). (November 2019 – Februray2020)
- **HR Personnel & Coordinator** of Social media department at Winner Group Marketing Agency. (August 2018- May 2019)

Trainings & Activities:

- **Trainee** at (IDBE Bank) - Credit Department (July 2016 - August 2016)
(**Tasks** : loans procedures , I score , papers need to loans , make clients sign papers and open Bank Accounts..etc.)
- HR staff member at (Tedx Damanhour)
 - Non-profit organization holds Annual Conference
- HR staff member at (Enactus Damanhour).
- HR and CB staff member at (Model of Egyptian Economy Simulation).
- Participant at (Model of Banking Simulation) and (Life makers Damanhour University).

Skills:

Technical :

- Microsoft (Word , Excel , power point and Outlook).
- Oracle (HR System , JMS)
- OA office System

Languages :

- Arabic : Mother Tongue.
- English : Good in Writing ,Speaking and listening .

Personal :

- Supervision and follow up
- Problem solver
- Organizing and Coordinating
- Fast learner
- Time management
- V.Good communication

Personal information

- Date of birth : 07/08/1997
- Marital status : Single
- Public Service : Performed