



Reham Abdelmenem Abd El-Nabi

HR Generalist

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🇪🇬 Egypt in <https://www.linkedin.com/in/reham-abdelmenem-573258219/> 🏠 single

About me

Seeking a challenging position where I can utilise and develop my professional and academic skills to make contributions to the development of the company, in which will enhance my knowledge, skills and my career path.

Professional Experience

- * HR Business Partner at Reefy Micro Finance . 04/2023 – 03/2024
 - Responsible for all Personnel activities and dealing with government authorities, such as labour office, social insurance authorities, and any concerned governmental authorities, and build a strong relationship with them in order to avoid any penalties that can be imposed on the company.
 - Finalize all governmental related forms (Form 1 and Form 6) and work permits.
 - Submit the insurance forms on time.
 - Handel all the contracts process from issuance till renewal.
 - Administer termination procedures (resignations, end of contract...etc.) .
 - I made a face to face interview and mobile interview .
 - I worked on Salary Effects.
- Worked as MIS at Reefy Micro Finance Enterprise Services . 04/2021 – 03/2023
- Worked as a secretary in a hardware maintenance office . 07/2017 – 03/2021

Education

- Bachelor Educational Media, University Zagazig.** 2020
 - College of Specific Education.
 - Department : theater arts.

Languages

- Arabic: Mother Tongue.
- English: Good Spoken and Written.

Skills

*** Microsoft Office (Word-PowerPoint-Excel-OutLook)**

*** Ability to learn new tasks quickly.**

***self-motivated.**

***Flexible.**

*** Ability to work effectively under pressure.**

*** Good communication skills.**

*** Ability to learn new tasks quickly.**