

## **Nermeen Sayed Helmy**



**Address:** 2st24 Taqseem Elnasr St. Wadi Hoof,  
Helwan, Cairo, EGYPT.

**Current Job:** HR assistant manager

### **Career objectives**

Looking for a full time HR assistant position in a fast-paced environment utilizing ability to perform administrative and clerical functions to support the HR department.

### **Academic Information**

Baccalaureate of Art – Major (Translation – Latin – Greek – English - Italian), 2016 Faculty of Cairo

Grade: V. Good

### **Language Skills**

Native Language: Arabic

English: Excellent in Oral and writing Skills

Italy: Fair

## **Computer Skills**

Excellent using of Microsoft Office products.

Excellent Using Windows and Apps.

## **Certificates and training courses:**

- Professional Diploma in Human Resources Management certified by EGYCHAM and HR  
[From Sep 2020- present].
- In processing HR Governance and ISO Standards for HR in EGYCHAM 2020 (From Nov 2020 – present).
- HR general course from AUC Training center 2018
- **English Course:** From AUC training Center 2017
- **ICDL:** Cairo University. 2016

**Soft Skills:** Soft skills certified (teamwork – presentation – Marketing).

From Cairo University 2016.

## **Personal Skills**

- Good communication skills, initiative, excellent to work as a part of a team.
- Have the ability to Work under stress.

- Flexible and Can manage training coerces for users work procedures.
- Excellent knowledge of Microsoft Office products.
- Sharing information and making positive relationships with colleagues and stakeholders.

## **Previous Experience**

**Current Job:** HR assistant Manager.

Start (2017) - End (till now)

Company Name: Redington Gulf.

- Support all internal and external related inquires or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefits documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.

- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practice.

**Pervious title:** HR specialist .

Start (10 -2016) - End (8 – 2017)

- Answer and direct phone call.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers.
- Maintain contact lists.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.

**Pervious Title:** Telesales Team Leader Start (6-2014) - End (12-2015).

Company name: United Company for pharmacist.

- Responsible of serving clients orders and deliver it to sales management to complete order cycle & process.

**Pervious Tittle:** Customer representative Start (6-2014) - End (12-2015).

Company name: Vodafone (UK Account)

Responsible of serving UK Vodafone clients for all inquiries related to customers.

#### **Additional Data:**

- Date of Birth: 18/11/1993
- Marital Status: Single
- Nationality: Egyptian
- Religion : Muslim

**References are ready upon request**