

NOHA SAMIR ABBAS AMER

HR Coordinator | Recruitment Coordinator | Talent Acquisition Coordinator | Junior HR Analyst | HR Reporting Analyst

PROFESSIONAL SUMMARY

PhD in Pharmaceutical Analytical Chemistry with a strong background in research, data analysis, scientific problem solving, and reporting. Currently transitioning into Human Resources with formal training in Professional HR, Advanced HR, Data Analysis, Power BI, and AI in HR. Seeking an HR / Recruitment opportunity where I can contribute to recruitment coordination, candidate screening, HR reporting, employee data analysis, and data-driven HR decision-making.

CORE SKILLS

Recruitment & Selection Fundamentals • CV Screening & Candidate Shortlisting • Interview Coordination • Job Description Fundamentals • Onboarding Fundamentals • HR Administration • HR Analytics • People Analytics • HR Metrics & KPIs • Microsoft Excel • Power BI • Dashboard Development • Data Visualization • Data Analysis • SPSS • Research & Statistical Analysis • HR Reporting

EDUCATION

PhD – Pharmaceutical Analytical Chemistry | Minia University | 2021

MSc – Pharmaceutical Analytical Chemistry | Assiut University | 2018

Diploma – Industrial Pharmacy | 2011

BSc – Faculty of Pharmacy | Assiut University | 2008

CERTIFICATIONS / TRAINING

- Professional HR Diploma – EGYCHAM
- Advanced HR Diploma – In Progress
- Data Analysis Diploma – SIS Academy (3 months)
- AI in HR – The American University in Cairo (AUC)
- Basic Power BI – Zewail City School of Continuing Education

HR-FOCUSED PROJECTS

HR Analytics Dashboard using Power BI – Built interactive dashboards to analyze employee performance, attendance, and workforce metrics, with KPI visualizations to support HR decision-making.

Practical HR recruitment project - EGCHAM

Developed a recruitment project covering key stages of the recruitment process, Participated in a practical recruitment and selection case study for a logistics company at EGCHAM, worked with a team to analyze a recruitment case covering sourcing, CV screening, shortlisting and selection, review recruitment criteria and candidate profiles against job requirements, Contribute to the preparation of recruitment-related analysis and presentation

RECRUITMENT HR KNOWLEDGE

Professional HR training covering recruitment, selection, job analysis, job description, job specification, onboarding, training and development, performance management, employee relations, compensation and benefits, and HR documentation.

RESEARCH & ANALYTICAL EXPERIENCE

- Author/co-author of 6 peer-reviewed publications in Pharmaceutical Analytical Chemistry
- Data collection and organization
- Statistical analysis and interpretation
- Scientific reporting and presentation of findings

LANGUAGES

Arabic: Native | English: Good