

Nour Elsayed

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PROFILE

HR Manager with 13 years of experience in different industry, management consulting and training and media. always dealing with Structural Development, Training Needs Assessments and Analysis in addition to massive experience in Recruitment and selections, as well as i have practical previous experience in Compensation & Benefits programs, Performance Management systems in addition to Operation manager at management consulting and training operation at soft skills training company.

EXPERIENCE

HR Manager NDS Digital Marketing Agency December 2023 till Now

Review monthly payroll. Responsible for issuing contract for new hiring & contract renewal. Responsible for Egypt net project all (Mission, Vacations, Over Time, Deductions, Benefits, New hiring and contract renewal), Commuting with all employees and preventing breaking regulations. Responsible for social insurance and medical insurance. Manage training Plane and Appraisal system record leaves and update leave balance on monthly basis, Prepare forms 1, 2 & 6 and review insured employees on monthly basis, Coordinate with department heads hiring plan, Arrange interview logistic and conduct interviews, Finalize resignation process & settlement with resigned employees Build healthy culture, and pure atmosphere Follow up to performance for each department.

HR Manager MedSure for Medical Services March 2020 Till November 2023

Review monthly payroll. Responsible for issuing contract for new hiring & contract renewal. Responsible for Egypt net project all (Mission, Vacations, Over Time, Deductions, Benefits, New hiring and contract renewal), Commuting with all employees and preventing breaking regulations. Responsible for social insurance and medical insurance. Manage training Plane and Appraisal system record leaves and update leave balance on monthly basis, Prepare forms 1, 2 & 6 and review insured employees on monthly basis, Coordinate with department heads hiring plan, Arrange interview logistic and conduct interviews, Finalize resignation process & settlement with resigned employees Build healthy culture, and pure atmosphere Follow up to performance for each department.

HR Manager Access for Medical Services December 2017 Till February 2020

Review monthly payroll. Responsible for issuing contract for new hiring & contract renewal. Responsible for Egypt net project all (Mission, Vacations, Over Time, Deductions, Benefits, New hiring and contract renewal), Commuting with all employees and preventing breaking regulations. Responsible for social insurance and medical insurance. Manage training Plane and Appraisal system record leaves and update leave balance on monthly basis, Prepare forms 1, 2 & 6 and review insured employees on monthly basis, Coordinate with department heads hiring plan, Arrange interview logistic and conduct interviews, Finalize resignation process & settlement with resigned employees Build healthy culture, and pure atmosphere Follow up to performance for each department.

HR Supervisor O2 Media Group

June 2013 Till December 2017

Repairing monthly payroll. Responsible for issuing contract for new hiring & contract renewal. Responsible for Egypt net project all (Mission, Vacations, Over Time, Deductions, Benefits, New hiring and contract renewal), Commuting with all employees and preventing breaking regulations. Responsible for al social insurance relations and medical insurance. Manage training Plane and Appraisal system record leaves and update leave balance on monthly basis, prepare forms 1, 2 & 6 and review insured employees on monthly basis, Coordinate with department heads hiring plan, arrange interview logistic and conduct interviews, Finalize resignation process & settlement with resigned employees

HR Specialist Quick-Wins

June 2012 to June 2013

Repairing monthly payroll. Responsible for issuing contract for new hiring. Responsible for Egypt net project all (Mission, Vacations, Over Time, Deductions, Benefits, New hiring and contract renewal), Responsible for all social insurance relations and medical insurance. Manage training Plane and Appraisal system record leaves and update leave balance on monthly basis, prepare forms 1, 2 & 6 and review insured employees on monthly basis, Coordinate with department heads hiring plan, arrange interview logistic and conduct interviews, Finalize resignation process & settlement with resigned employees.

Assistant Operations Manager, Quick-Wins, Cairo, Egypt. Jan. 2010 to June2012

Typical duties and responsibilities:

Main task is to assist the operations manager in creating the employees' work schedules and assigning their daily tasks. Interviews potential employees before directing them to the manager. Responsible for helping the manager train the new hires, and assisting in their getting accustomed to their new job. Also helps in the decision-making when it comes to the activities done in the office, such as production, the resale and the allocation of sources. Under the manager's supervision, Coordinates with the different departments in their organization to ensure that all

tasks executed are of best quality. Responsible for completing paperwork related to employees' attendance, performance and their payrolls. Assist during meetings with clients.

Operations Coordinator, Skills Worldwide, Cairo - Doha, Egypt - Qatar. July. 2008 to Oct. 2010

Typical duties and responsibilities:

Contact the client and get its requirements. Choose the suitable trainer for the needed topics. Follow up trainer arrangement and choose best alternative. Prepare Training Budget and Settle it by the end of the training. Arrange training material and all needed documents. Attend the training and do all required activities. Follow up with the Accounts Executive and support. Acting as a contact between a company and its existing and potential markets. Gathering market and customer information. Representing the organization at trade exhibitions, events and demonstrations.

EDUCATION

Faculty of Law Cairo University, Cairo, Egypt.

CERTIFICATES AND TRAININGS

Project Management Professional (PMP) Exam Preparation, Quick-Wins, Egypt.

Jul 2011

Course Duration: 3 Months

Course Outcomes: List all the knowledge areas and processes involved in projects. Write a scope statement. Develop a work breakdown structure for a project. Identify the human resources required. Estimate activity durations and create a schedule and budget. Perform a projects risk assessment. Be able to monitor, control, and close projects

The Student Leadership Discovery Program, The Institute of International Education, Egypt.

**Jul
2009**

Course Duration: 35 Hours

A six-month program of personal and leadership development activities. The program consists of an intensive two-day team building activity, two field trips, nine four-six hour sessions, three hours community service volunteering each week, and participation in group service learning project.

Core areas of the program are: Personal Growth & Development, Leadership Skills Development, Ethics, Values and Citizenship.

Community Service Practical Project:

Four Session Course for Secondary Students at Mustafa Kamel Secondary School – Sheraton Heliopolis.

Course Arguments: Communication, Time management, Creativity, College Orientation.

Oversee student's projects [Four Projects]

Crisis Utilization and Risk Elimination, STP09, Egypt.

June 2009

Course Outcomes: Understanding major business risks. Categories of risk. Establishing an embedded risk management process. Risk identification and evaluation. Assessment of risk mitigation. Ethics, Social responsibility and reputation. Interactive risk workshop. Integrating the output from risk workshops into the business planning process.

Human Resources Management, YLI and AYB-SD

Apr 2008

Basic Interpersonal Skills, Zedny

Mar 2008

With the following content: Time Management, Mind Mapping, Leadership, Self Learning, Planning.

Express (Presentation Skills), Zedny

Mar 2008

With the following content: Preparing presentation, Preparing the presenter, Handling the audience, Role playing.

Job Hunting, Zedny

Mar 2008

With the following content: Market Needs C.V. writing Interviewing Skills.

Managing Change, Zedny

Mar 2008

With the following content: Who Moved My Cheese?, How to deal with negative emotion, Problem solving, Stress management self confidence.

SKILLS

Language:

Arabic Mother Tongue.

English Advanced Reading and Speaking, Intermediate Writing.

Key Skills:

Presenter, Customer-oriented, Creative, Team Player, Hard Worker and Handles Stress

Tools and Technologies:

Advanced in Word, PowerPoint, and Adobe Audition.
Intermediate in Excel.

PERSONAL DATA:

Full name: Nour Eldeen Elsayed Nour Eldeen

Date of Birth: 9 of September 1986.

Nationality: Egyptian.

Marital Status: Married.

Military Service: Exempted.

Car owner: Yes

REFERENCES:

Available upon request.