

HEBA MAHMOUD AHMED ELKAMASH

HR Specialist Reliable business professional with experience in dealing with personnel & recruiting. project management, process improvement and proven track record of successfully streamlining business operations and reducing costs. Adept at analyzing data to identify trends and developing strategies to improve efficiency. Very good at English spoken & Excellent at written.

Competencies

Recruitment & Talent Development. Employee Onboarding Team Building, Orientation programs, Training Programs. Managed multiple projects simultaneously while maintaining a high level of attention to detail and organization. •Enhanced client satisfaction by delivering high-quality work within deadlines. Have leadership qualifications & can work under pressure.

WORK EXPERIENCE

Freelancer - Freelancer
Cairo (Remote) • 12/2017 - Current

- Managed multiple projects simultaneously while maintaining a high level of attention to detail and organization.
- Enhanced client satisfaction by delivering high-quality work within deadlines.
- Provide acceptance services in terms of documentation and supporting technical documents.
- Provide telecom consultations
- Provide technical support in terms of translation and technical advice

LCC International - Project Coordinator
Cairo • 05/2014 - 12/2017

- Kept projects on schedule by managing deadlines and adjusting workflows.
- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
- Enhanced team collaboration through regular meetings, fostering a positive work environment for increased productivity.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Followed acceptance part with vendor (Huawei) effectively
- Managed budgets effectively, ensuring resource allocation was optimized for maximum project success.
- Improved client satisfaction with timely updates and transparent communication throughout the project lifecycle.

El maadi Steel - Senior Business Developer

Cairo, Egypt • 05/2012 - 05/2014

- Increased profitability by consistently meeting or exceeding sales targets through disciplined execution of business plans.
- Developed compelling sales presentations that effectively communicated the unique value proposition of company

Ericsson - Telecommunications Engineer

Cairo, Egypt • 05/2010 - 05/2011

- Access optimizer at Ericsson - Etisalat Account
- Perform quality audit and provide quality reports.
- Ensured compliance with regulatory requirements through diligent monitoring and reporting of telecommunications activities.
- Researched and recommended network and data communications hardware and software.
- Coordinated installation of new users and relocations of existing users.
- Performed telecommunication and networking business evaluations.

Mounir Sukhtian International for Telecom - Project Controller

Cairo, Egypt • 05/2009 - 05/2010

- Validated project and employment information and completed manual adjustments to financial data.
- Improved project efficiency by streamlining processes and Analysis task related to project

RTC Consultant & Contracting Company - Project Coordinator

Cairo, Egypt • 05/2006 - 05/2009

Kept projects on schedule by managing deadlines and adjusting workflows.

•Education

Zagazig University
Zagazig, SHR • 01/2010
Diploma in Telecommunication

NTI
Cairo, C • 01/2007
Diploma in GSM Mobile Communications

Suez Canal University
Suez, SUZ • 05/2004
Bachelor of Science: BSC in Communication & Electronics Engineering

- HR Professional Diploma from Egycham(130 hrs.)Accredited by HRCI & SHRM Oct 2024 (Excellent GPA)
- Data analysis online course 2022
- TOEFL at Zagazig university at 2012
- AutoCAD
- MS Office

LANGUAGES

Arabic: Native language

English: Very good spoken & Excellent written

French: can speak & understand moderate