

Nour Shouhdy Ahmed

Associate HR Business Partner

Giza, Faisal, 54 El-Shimy St.

Objective

Motivated and detail-oriented HR professional with 9 months of experience in employee relations, recruitment, and HR operations. Skilled in supporting HR initiatives and aligning them with business objectives to enhance organizational effectiveness. Seeking an Associate HR Business Partner role to apply my expertise in talent management, employee engagement, and HR analytics, contributing to a collaborative and high-performing work environment.

Dar Al Fouad Hospital, October

Sep 2023-Present

- Serve as a point of contact for employee inquiries and concerns.
- Assist in resolving employee issues and conflicts in a fair and consistent manner.
- Support the recruitment process, including job postings, screening candidates, and conducting interviews.
- Facilitate the onboarding process for new hires, ensuring a smooth transition into the organization.
- Assist in the development and implementation of performance appraisal systems.
- Assist in the development, implementation, and communication of HR policies and procedures.
- Support initiatives to enhance employee engagement and morale.
- Organize and participate in employee engagement activities and events.
- Generate and analyze HR reports and metrics to support decision-making.
- Track key HR metrics such as turnover rates, absenteeism, and employee satisfaction.
- Provide insights and recommendations based on HR data analysis.

EGS, Maadi

April 2022-July 2023

Call Center Agent (English Account).

Work Egypt (website)

August 2023-present

Recruitment Specialist (Free lancer).

Education

Faculty of Archaeology, Cairo University, Bachelor Degree
Graduated with 3.7 GPA.

2017-2021

Languages

Arabic-Mother tongue

English-good command in speaking, reading, writing.

Courses

Professional, Advanced HR Diploma from EgyCham June 2024-Nov 2024

Organizational development online workshop from Leaders (Training & Consulting).

Activities & Voluntary work

Tour Guide at the Egyptian museum.

OC at ISIS family.

Skills

Interpersonal communication skills.

Analytical skills.

Teamwork.