

Fatma Mohsen

HR



PROFILE

- Highly organized HR Coordinator with over two years of experience managing administrative tasks and front-office operations. Skilled in recruitment support, employee relations, and maintaining HR documentation.
- Updating the Organization Structure
- Register the new hired employees on the fingerprint device & App to add them to the payroll system
- Handling of the Onboarding process of the new hired employees
- Tracking Annual Vacations
- Serves as the first point of contact to all applicants to help troubleshoot and provide guidance when necessary
- Maintains all employee files & employment documents
- Responsible for employee's database and records
- Assists HR Manager with all administrative tasks as needed.

LANGUAGES

Arabic ●●●●●

English ●●●●●

WORK EXPERIENCE

Kandeel Group, HR Corrdinator

November ٢٠٢٢ – present | New Cairo

Kandeel Group, Front Office Admin

June ٢٠٢٢ – October ٢٠٢٢ | New Cairo

Q (Real State), Sales Admin

January ٢٠٢٢ – May ٢٠٢٢ | New Cairo

Meamer Makka, Telesales

August ٢٠٢١ – December ٢٠٢١ | New Cairo

Caffitaly Egypt, Customer Service & sales

January ٢٠٢١ – July ٢٠٢١

Abd Elaziz Elsalab, Customer Service

January ٢٠١٩ – December ٢٠٢٠ | New Cairo

EDUCATION

Faculty of law, Helwan University

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PERSONAL SKILLS

Self-Motivated ●●●●●

Multitasker ●●●●●

Team Work ●●●●●

Work Under Pressure ●●●●●

Customer Care ●●●●●

Communication Skills ●●●●●

Problem Solving ●●●●●

COMPUTER SKILLS

MS Office — Expert

CRM — Expert

Call Center System — Proficient

COURSES

HR Diploma, EGYCHAM [🔗](#)

October ٢٠٢٤ – present

HR Basic Program, HR WOrld

English Capsules

٢٠٢٤ – present

ICDL

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REFERENCES

References available upon request