Nihal Hassan Mosaad

Al Rehab City, New Cairo
Cairo, Egypt

EDUCATION and CREDENTIALS

Bachelor of Pharmacy   June ٢٠٠٤
Alexandria
University
Alexandria, Egypt

HRM Diploma:
Grade:Excellent

WORK EXPERIENCE

- **Position:** HR generalist
- **Time Period:** ٢٠٢٣ - Present
- **Location:** Capital International School

Duties:

١. Recruitment
Main Activities
- • Participating in recruitment efforts
- • Posting job ads and organizing resumes and job applications
- • Scheduling job interviews and assisting in interview process
- • Assist in conducting interviews
- • Preparing new employee files
- Guiding new employees for the required hiring documents
- Preparing employee sign in on both the attendance program & the sign in machine
- Screening new applicant CVs
- Update the school database by the new employee's data
- Coordinate communication with candidates and schedule interviews
- Preparing cross reference sheet.
- Preparing application tracking sheet and make sure to update it.

٢. Payroll
Main Activities
- Calculate day to day attendance& recording employees leaves/tardiness on daily basis • Answering payroll questions
- • Facilitating resolutions to any payroll errors
- Sending emails to employees concerning their deductions before the end of the month
- Preparing end of year absence/tardy report

٣. Operation
Main Activities

- •   Follow up with the bank for account opening "Debit & credit card" • Administrative tasks such as performing background checks, filing paperwork, completing employee documentation, recording data on each current employee; maintaining and filing paperwork of terminated or exiting employees
- •   • Getting deals & offers for the employees.
- •   • Inform employees about additional benefits they're eligible for.
- •   • Assist HR manager in any of the required projects.

- ▪ **Position: Senior admission specialist**
- ▪ **Time Period:** April ٢٠١٢ - ٢٠٢٣
- ▪ **Location:** The British School Al Rehab (TBS)

Duties:

Organize and manage the admission procedure of students to maintain school specific enrollmentbudget consistently throughout the academic year. Ensuring all students are registered in accordance with the school enrollment process and the specific governing body (such as MOE)

Responsibilities:

- Meeting prospective parents to explain admission procedures, curriculum, fee structureand regulations.
- Maintain and manage the student information through the current database.
- Ensure the annual enrolment process, such as reenrollment, is completed within theagreed timetable.

- **Position:** Science Teacher
- **Time Period:** August ٢٠١١ - April ٢٠١٢
- **Location:** Egyptian Language School (ELS)

- **Position:** Pharmacist
- **Time Period:** July ٢٠٠٥ - September ٢٠٠٦
- **Location:** Ministry of Health

- **Position:** Pharmacist
- **Time Period:** June ٢٠٠٥ - October ٢٠٠٥
- **Location:** Amany Pharmacy

- **Position:** Pharmacist
- **Time Period:** June ٢٠٠٤ - June ٢٠٠٥
- **Location:** ElNabi Daniel Pharmacy - Syria Pharmacy

- Follow-up all outstanding offers, respond to enquiries by phone and mail, book and carry out assessments of students within agreed timeframe providing high quality customer service throughout the process.
- Be fully versed in all the rules and regulations of the Ministry of Education and other relevant governing bodies (MOE) to ensure compliance during the admission process.
- Maintain and create files for all new applicants, new students, current students, existing students, and alumni and complete all exit documentation for students withdrawing from school.

Internships

- **Position:** Trainee
- **Time Period:** ٢٠٠٣
- **Location:** Pharco Pharmaceutical Company

- **Position:** Trainee
- **Time Period:** ٢٠٠٢
- **Location:** AlAmrya Pharmaceutical Company

TECHNICAL SKILLS

Languages
- **Arabic** Native language
- **English** Speaking, reading, and writing, fluent.
- **French** Reading and writing, Fair

Computer
- Internet searching
- MS Operating Systems
- MS Office
- Expert on phoenix EEP system

Fields of experience

- Sales
- Customer service
- Adminstration