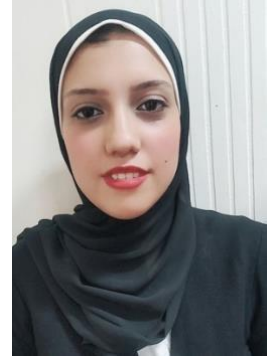


Shahenda Taha Abd El-razek



Personal Information

Address: Giza, Egypt

Date of Birth: 07-02-1996

Objective

Objective To obtain and secure a position as **HR Coordinator** that will enable me to use my organizational skills, my ability to work well with people, quick learning skills, and to have the opportunity to learn and improve my skills for the better and to ensure the company's success

Education

Certificate: Faculty of commerce English section, Economic Department, Helwan University

Grade: Good

Graduation Year: 2019

Experience

360 pharmacists company , (HR COORDINATOOR PERSONNEL)

January 2021

- Signing contracts & Documenting for new employees.
- Filling form one, two and form six and sending them to insurance office.

- Dealing with both medical & governmental insurance processes.

Majoral outsourcing company,Egypt, (Back office agent), (Uber Account)

July 2019-Jan 2020

- Responsible for responding to customer's complain emails.
- Responsible for handling customer's problems and trying to reach customer satisfaction.
- Responsible for assist in maintain all the personnel according to company policy.
- Responsible for handle changes in policies or renewals.
- Responsible for answering all related queries.

Geo-energy company for petroleum, Egypt- (Data entry)

July 2018 – September 2019

- Perform all data entry related tasks including sorting, proofing, updating & mailing.
- Review data for completeness & accuracy.
- Maintain records of work completed.
- Mange filing & routing of source documents after entry.
- Process & resolve data inquiries by searching & reviewing the databases
- Enter & update files in to Excel spread sheets.
- Perform administrative duties such as operating office equipment or data filing as required.

Marketly for marketing, Egypt – (Trainer).

Jan 2017 – July 2017

- Explain the principles of marketing to students during a number of sessions.

Manager of kinder kids nursery for caring children and teach them.

September 2020 – January 2021

- Manage the nursery and supervise the employees.
- Teaching English, Math and Arabic for kids.
- Problem solving & analyzing issues.

Training & courses

- Human resources management diploma at Egycham accredited by HRCI and Ain shams University.
- Personnel audit & payroll workshop at HR hub Accredited by Arab creativity for training and human resources development.
- Online excel course.
- Online Labor law course (in processing).
- HR training at (INSAN Company) "July 2017 – May 2018.
- Consumer service training at (customer protection agency) " June 2017- July 2017.
- Establish a student activity at Helwan university 'ONE TEAM'.
- Head HR at "ONE TEAM".
- Head HR at cairo university runners.

Skills

Computer Skills

- Microsoft Windows.
- Microsoft Office (Word, Excel).
- Internet.

Language Skills

- Arabic Native Language
- English Very good both written & Reading and good spoken.

Personal Skills

- Respect for people and rules.
- Good Listener.
- Caring, Accurate, Giving attention to details.
- Collaborative & Able to work in a team.
- Problem solving & analyzing issues.
- Punctual & taking responsibility.
- Creativity & Innovation.
- Result Orientation.

References

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- Available Upon Request

Marital status

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- Single
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