

Norhan Hany Mohammed

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Objective

Motivated and highly skilled Business Information Systems fresh graduate seeking junior level opportunities in HR field to cultivate practical, refine my expertise and hone my skills paving the way for a successful and promising career in this dynamic field.

Education

- Graduated from Faculty of Commerce, Business Information Systems, Helwan University (2021-2025)
- GPA: 4.00
- Ramses College for Girls School (2008-2021)

Experience

- Tech Recruiting Trainee at **Aman Holding**. (July 2025-September 2025)
 - Held full recruitment cycle for 3 Junior IT Candidates
 - Worked on sourcing for the pipeline of these technical roles (mid and senior levels): -
Java and Spring Boot, .Net, React Native, Devops, Network and Security, Software Testing, DBA
 - Conducting phone screening for the candidates
 - Contacting and following up with technical hiring managers
- Remote HR Intern and then promoted to HR Assistant Squad Leader Intern at **GaoTek**. (September 2024-February 2025)
 - Recruited 15 interns in various technical fields like UI/UX and Tech Support
 - Monitoring squad members performance and commitment
 - Created a drive documenting the whole recruitment process after it was just explained

once in the training.

- Remote HR Intern at **Shop Online New York, Tony LLC.** (February 2024-April 2024)
 - Recruited 10 interns in the Graphics and Video Editing team.
 - Conducted Monthly KPIs for the members.
 - Checked attendance and whether tasks were delivered on deadline.
- Sourcing and Marketing Intern at **Carrefour, Majid AL Futtaim.** (July-September 2023)

Courses

- Excel Fundamentals for data analytics course powered by Datacamp.(April 2025)
- People and Soft Skills for Professional and Personal Success Specialization powered by Coursera and IBM. (August 2022)

Skills

- Active learning, self-motivation, team playing, analytical thinking, problem solving and communication skills.
- Microsoft Office (Power point, Excel, Word)
- Data analysis basics (Power BI, Excel, SQL)
- Fluent English

Extracurricular Activities

- Participated as an HR member at **Enactus BIS.** (November 2022-September 2023)
 - Conducted monthly KPIs report for 20 delegates
 - Conducted quarterly Feedback report for 20 delegates
 - Preparing meeting minutes
 - Maintaining attendance and task commitment system

Achievements

- Best Project Management member in **X-Project.** (September 2022)