



Nada Al-Khatib

HR Specialist

Contact

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Skills

Process improvement
Data-driven strategic planning
Cost-benefit analysis

Report writing and presenting
Critical thinking skills
Excellent communication skills

Strong interpersonal skills
Proactive and self-motivated
Exceptional organisational skills

Dynamic HR Specialist with a proven track record at UFC Gym, excelling in strategic recruitment and candidate selection. Leveraging strong interpersonal skills and data-driven decision-making, I enhance hiring processes and improve employee engagement. Committed to fostering a proactive work environment while ensuring accurate attendance management and salary processing.

Work History

2024-01 -

Current

HR Specialist

UFC Gym , Sheikh Zayed

- Responsible for Job posting and selecting and appointing applicants for the job and determining the qualified candidate to fill it and also responsible for the entire interview process.
- Also I'm responsible for following up with accepted candidates about their hiring documents and signing contracts with them
- Responsible for their Attendance and absence
- Responsible for closing salaries for employees through Mawared HR System

2023-01 -

2023-12

HR Recruiter

The Address, 5th Settlement

- Responsible for Job posting and selecting and appointing applicants for the job and determining the qualified candidate to fill it and also responsible for the entire interview process.

2021-07 -

2022-12

Telesales Team Leader

Fixtech, First Settlement

Managing team with permanent support and I was responsible for training for new comers and lead them and improving them in sales department about how they can be best sellers

Languages

English

Intermediate (B1)

German

Beginner (A1)

Arabic

Bilingual or Proficient (C2)

Turkish

Beginner (A1)

2021-01 -

2021-06

Telesales Representative

Fixtech, First Settlement

I was responsible for replying on Social Media pages and help them for their needs and selling the products to them through chats and calls

2020-07 -

2020-12

Assistant Manager

Richy Lift , 6 Of October In Industrial 3 Zone

I was responsible for answering calls and arrange documents through Word & Excel and connecting with All departments to improve the company and products and preparing reports

2020-01 -

2020-06

Call Center and Data Entry

Delta Express, Mohandeseen

Responsible for providing excellent customer service to customers by answering inquiries and solving problems and providing useful information.

Preparing and organizing data.Using different protection systems to protect the entered data. Preparing full backup copies of the data. Updating customer information on a regular basis. Modifying the entered data periodically according to the updates that occur in the company. Ensuring the accuracy of the data and information.

Education

Bachelor Of English Business : Accounting

Ain Shams University - Abbassia

Interests

Singing

Photographer