

Sohila Ahmed El-Saady Soliman

Zamalek, Cairo | Date of Birth: 24/1/2001

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PROFILE

Dynamic and detail-oriented HR professional with hands-on experience across HR operations, talent acquisition, payroll, and learning & development. Skilled in improving employee experiences through efficient onboarding, accurate data management, and impactful training coordination. Known for a collaborative approach, strong analytical skills, and the ability to drive HR processes that align with organizational goals and enhance workforce performance.

EDUCATION

Bachelor degree of Business Administration, Canadian International College. | Sep 2018 – May 2022

GPA: 3.34 | Grad: Very Good

INTERNSHIPS & TRAININGS

- CIC startup | HR Assistant | 3 months
- Joined as a member to Student Union as an organizer

PROFESSIONAL EXPERIENCE

Savola Group – HR Operations Specialist | Jul 2024 – Present

- Handled daily operational tasks including employee data management, leave tracking, and documentation.
- Managed social insurance processes for employees, including preparation and submission of forms (Form 1 & Form 6)
- Responsible for medical insurance administration, including employee enrolment, renewals, and handling claims or inquiries.
- Supported HR team in onboarding and offboarding processes to ensure a smooth employee experience
- Assisted in recruitment activities including CV screening, scheduling interviews, and communicating with candidates to support the hiring process.
- Ensured accurate and timely payroll processing by validating attendance records, overtime hours, and leave data in alignment with company policies and Labor regulations.

Learning & Development Support:

- Assisted in organizing training sessions for employees across different departments.
- Prepared training schedules and shared session details with employees.
- Supported the HR team in identifying basic training needs based on team input.

Emirates NBD – Call Center Agent | Feb 2024 – Jun 2024

- Responded to customer inquiries and resolved complaints, ensuring customer satisfaction.
- Maintained up-to-date knowledge of bank products and services.
- Trained Five new hires on Banking products and services.

Karimatelola Charity – Accountant | Oct 2023 – Jan 2024

- Managed daily accounting transactions and assisted with financial reporting for the organization.

SKILLS

- Creativity | Problem Solving | Attention to Detail
- Teamwork | Fast Learner | Time Management
- Strong Knowledge MS Excel | Strong in Oracle ERP & Oracle Fusion

LANGUAGES

- Arabic: Native
- English: Professional Proficiency