

Hadeer Ezzat Abdel-Razek

HR & Admin Specialist

Phone : 01158227183

Location : 6th of October City, Giza, Egypt

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Highly skilled HR & Admin Specialist with 3+ years of experience in Administration , talent acquisition, Employee Engagement compliance, and policy implementation with proven ability to streamline processes and enhance organizational efficiency. Adept at building strong relationships, supporting management decisions, and driving employee development initiatives.

Work Experience

HR & Admin Specialist

Capital Engineering Consultancy | 12/2024 – Present | 6th of October City – Dolphin Mall

- Advertising job openings on job boards, company website, social media, and industry-specific platforms.

Conducting phone call to assess candidates' fit for the role, Shortlisting candidates who meet the key criteria and preparing them for interviews.

- Coordinating the new hire's onboarding process, including paperwork, orientation, and training.

- Handling workforce data updates and maintaining accurate employee records, including headcount reports

- Managing attendance, leaves, and performance appraisal forms.

- Maintaining office supplies organized filing systems for documents and records.

- Coordinating travel arrangements and accommodations for staff.

- Supporting the HR team with administrative duties like document collection and filing.

- Managing maintenance requests and following up with vendors.

- Ensuring smooth daily operations and addressing facility issues.

- Assisting in organizing internal events, trainings, and meetings.

- Monitoring office budget and petty cash handling.

Administrative Specialist

Al-Safy Group | 08/2021 – 12/2024 | 6th of October City – CPC Industrial Zone

- Assisting with budgeting and cost control efforts across various departments.
- Preparing monthly reports detailing the factory's expenditures and operational costs.
- Managed vendor contracts, procurement, and office supply chain.
- Monitoring and following up on service contracts related to facility management and ensuring compliance with agreed terms
- Coordinating with external vendors and service providers to ensure smooth day-to-day operations.
- Supported HR with attendance tracking and employee-related documentation.
- Ensured compliance with workplace safety, budgeting, and cost-control procedures
- Handling procurement requests and office supply management.

Skills

- Talent Acquisition & Recruitment
- Employee Onboarding & Engagement
- Performance Management & Appraisals
- Personnel File Handling
- Policy Implementation & Compliance
- Administrative Operations & Vendor Management
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong Communication & Organizational Skills

Education

Bachelor's Degree in Egyptian Archaeology Egyptology Section – Cairo University (2021)
Graduated with Very Good Degree

Languages

Arabic – Native or Bilingual Proficiency

English – Professional Working Proficiency

Achievements

Founder of Dedo Handmade (2020 – Present) Created and marketed unique handmade collections catering to diverse customer preferences, enhancing creativity, business, and entrepreneurial skills.

Interests

- Self-Improvement
- Human Development
- Learning New Tools & Systems
- Time Management Techniques
- Exploring Cultures & Languages
- Continuous Learning
- Event Planning
- Corporate Social Responsibility
- Communication & Interpersonal Skills