

## EDUCATION

Human Resources Professional Diploma  
American University of Cairo - AUC | 2019 - Present

Bachelor of Commerce - English Department  
Business Administration - Human Resources  
Alexandria University | 2013 - 2017

## WORK EXPERIENCE

Organization development Department  
Prometeon Pirelli Tyre Company  
July 2018 - Present



### Recruitment

- White Collars Recruitment Process
- Supporting in Job Fairs

### Training

- Summer training, Factory Tour, Graduation projects programs for undergraduates
- Outsource , Internship program for graduates
- Preparations for training sessions conducted within or outside the company
- Getting New Vendors for all types of trainings (HSE, Quality, Technical, Soft skills)

### Development

- Supporting in the Annual Blue Collars Performance Appraising process
- Updating Job Descriptions
- Updating Organization Charts using Ms Viso

Human resources Department (Intern)  
EIMon for Printing & Packaging  
April 2018 - July 2018



### Recruitment

- Recruitment Process including Job Ads/First interviews & -
- Scheduling Technical Interviews/CVs database/Orientation

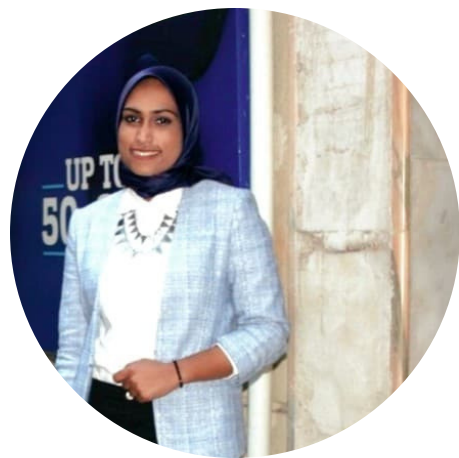
### Admin

- Following up with the tasks given to the other interns
- Preparing the meeting Schedules
- Coordination between the Consultancy Company & EIMon Company for developing HR System

### Personnel & Payroll

- New hires hiring documents revision
- Payroll sheets including Leaves/Attendance/Finger Print Machine
- Updating Payroll Sheets on ERP System

Customer Service Department  
Vodafone UK  
October 2017 - March 2018



## NOHA FAWZY

### PERSONAL INFO

Age : 25 Years

Address : Agamy, Alexandria, Egypt  
(Can re-locate to : Cairo, Egypt)

Mobile : +20 1147192417

Noha.fawzy2006@yahoo.com.ph

linkedin.com/in/noha-fawzy-2006

### PERSONAL OBJECTIVE

I have this huge crave for learning more and connecting between my academic studies and the practical ones. And I'm sure i can have that if got a chance joining your organization and be a part of such good reputation place.

## **COURSES & CERTIFICATES**

- Training of Trainers TOT  
EAAC for training and consultancy | Jan 2019 - April 2019
- Business Data Analysis Course  
Arab Academy For Marine and Transportation | March 2019 - April 2019
- HR Senior Diploma  
EAAC for training and consultancy | Nov 2018 - Feb 2019
- HR Specialist Diploma  
EAAC for training and consultancy | Dec 2017 - May 2018
- Soft Skills Course  
Business Administration Association | Aug 2015

## **SUMMER TRAINING EXPERIENCE**

- Summer Training in Accounting department  
Falcon Freight Group | July 2016 - Sep 2016
- Summer Training in Accounting and Auditing department  
Alexandria Water Company | July 2015 - Aug 2015

## **VOLUNTEERING EXPERIENCE**

- Vice HR Team Leader  
HRCanva 2018 | Aug 2018 - Nov 2018
- HR Staff Member  
English Club Alexandria | March 2016 - Jan 2018
- HR Staff Member  
TEDxSmouha | May 2016 - Nov 2016
- Organization Committee Staff Member  
Purple Development | Apr 2015 - May 2016
- Organization Committee Staff Member  
Business Administration Association | Aug 2015 - Nov 2016

## **LANGUAGES SKILLS**

- English : Advanced
- French : Basic

## **COMPUTER SKILLS**

- MS Wordpad/Excel/Outlook/Viso : Intermediate
- Prezi : Intermediate
- Photoshop : Basic
- Web-design on WordPress : Intermediate
- Web-development : HTML / Css

**References Upon Request**