

NOURA ALYOUSEF

HR SPECIALIST

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➤ 02-09-1995

PROFILE

A fast learner, self-motivated individual looking for a position in HR, Personnel, Recruitment, and Administration field where I can utilize my Knowledge, skills, personal ability, and commitment to professionalism while allowing me to contribute to the continued growth and success of the organization.

EXPERIENCE

HR SPECIALIST

Afalon pharma, Co. (Head office)

FEB 2020 - APR 2020

- Worked on Muqem and Labor office services
- prepare a weekly report for the attendance.
- Prepare the official letters for employees
- issuing the warning letters
- responsible of generalization
- responsible of employees vacations

HR ADMINSTRATOR

Alfanar, Co. (Head office)

2017 - 2019

- Worked on Muqem and Labor office services
- responsible of medical insurance
- Practice registering and deleting employees in GOSI
- Manage the offer letter process, Prepare, send, Tracks & follow up candidates' offer acceptance.
- Create and update employee's information's on SAP & EC
- Prepare employees salaries
- Prepare the contracts of new employees
- Prepare the final settlements.
- responsible of employees vacations

EDUCATION

Princess Noura University

Diploma of Business Administration

2014 - 2016

COURSES

- Fundamentals of Management 2020
- Customer Service for Insurance 2020
- Leadership Essentials 2020
- Advanced Microsoft excel. 2018
- British Council (English cours) 2017
- Dr. Asem Arab (feasibility study for a hospital project) 2016

SKILLS

- Proficiency in all areas of Microsoft Office
- Familiar with SAP system
- Familiar with EC system
- Work under pressure
- Discipline and accomplish tasks accurately on time
- Team Work
- Communication Skill