

Nada Habib



Contact Me

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E-mail

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Address

Cairo Egypt

Birth Date

8/Aug/1992

Skills

Microsoft Office, ERP system, SAP , communication skills, analytical skills, time-management, good listener, fast learner, problem solving skills

Languages

English, Arabic

Interest

Music, Sports, Travelling

Others

Nationality Sudanese

Summary

Highly motivated MBA graduate with merit GPA 3.45. Detail-oriented Human Resources Officer with nearly 2 years experience in administrative, recruitment, and operational .I am seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Education

2010 - 2016

University Of Medical Sciences And Technology (Sudan)

MBBS (Bachelor Of Medicine And Bachelor Of Surgery)

2017 - 2019

University Of Medical Sciences And Technology

MBA

Graduated with merit GPA 3.45. Specialization in Finance.

Unity High School (Sudan)

IGCSE

Graduated class of 2010.

Experience

Jan 2022 -

Present



linkedin.com/in/nada-
habib-342153226

Dal Engineering Division

HR Officer

HR Recruiter

- Posting available jobs at different company medias
- Ensure that recruitment documents are kept/filed in accordance with Recruitment Audit Checklist.
- Ensure hiring processes are in compliance with all the formalities and registration required by local law
- Screening CVs and making shortlists
- Coordinating interviews
- Performing reference and background checks

HR Admin and operational

- Acted as a focal point between different BUs and help desks team (email creation & deletion, update outlook etc..)
- Using ERP system to financial budget HR assets
- Follow up the daily attendance of employees through the attendance system "Fingerprint machine" and sending reports to managers
- Responsible of carrying out investigation and issuing warning letters regarding to disciplinary act.
- Responsible for entering new employees on system and adding on fingerprint System
- Managed the day-to-day personnel issues services and queries
- Controlling the vacation and track the vacation balance of all employees
- Continues Updating of master sheet and HR SAP system.
- Prepare monthly leave report and send it to all departments, by each month
- Process and maintain personnel records and files by following up the employees' credentials completior and developing personnel files for newcomers to ensure adherence to the personnel filing system
- Provide periodic reports about employees regularity and review employees vacation, absence, attendance, sick leave, turnover ..etc
- Update turnover record, system and inform payroll to exclude it

Projects