

# Nourhan Ali Fathy

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## Summary

- I have 10 years of experience across different Human Resources functions, with intensive hands-on experience in OD, Recruitment, Performance Management, employee relations, Com & Ben, rewarding systems, Training and Development.

## Personal skills:

- Ability to complete tasks in a timely, organized & professional manner.
- I have high analytical skills and very good with numbers
- I have the ability to multi-task in an extremely fast paced environment.
- Good Team player and have a high skill as a leader.

## Education

- **2026** The Arab Academy for Management , Banking and Finance  
Master of Business Of Administration ( MBA ) – *End in Sep. 2026*
- **2012** Ain Shams University - Faculty of Education.  
General Education Diploma.
- **2011** Ain Shams University - Faculty of Arts.  
Bachelor of Arts – Phycology Department.

## Skills

### Computer Skills:

- Excellent Knowledge of all applications of Microsoft Office.
- Excellent Knowledge of Internet programs and searching through the web.

### Language Skills:

- Native language Arabic.
- V. Good command of both written and spoken English.

## Training

- Human Resources Management Diploma " EGYCHAM Training Center "
- Recruitment & Selection Workshop Certificated HRCI.
- KPI's and Score Card Workshop Certificated HRCI.
- Income Taxes Certificate - American Chamber
- Business Writing Skills Certificate – New Horizons
- Advanced Interviewing Skills – AL Mentor platform
- Advanced Communication Skills - AL Mentor platform
- Time Management - AL Mentor platform
- Writing Job Description - AL Mentor platform
- Training Need Analysis - AL Mentor platform

## Experience

**Jan. 2024 till present**

**Egytrafo Group for Electrical Industry, Cairo, Egypt.- 400 employees in 3 factories**

**HR Section Head** : Reporting to the HR Director.

- Establish and upgrade all HR programs in plants in coordination with the HR Director including but not limited to performance management, recruitment, policies, training and development and employee relations.
- Responsible for all on –boarding and off – boarding process for personnel and logistics activities for hiring, transferring, promotion and exist for headcount and non-headcount.
- Work with management team to forecast and analyse workforce planning data and put the recruitment plan based on it.
- Supervise the implementation of performance management on quarterly basis and review performance appraisal vs the HR policy.
- Handle the recruitment and selection process from interview till on-boarding to ensure attracting talented candidates and to compliance with the recruitment policy and labor law.
- Recommend offer letter for candidates in coordination with the C&B responsible.
- Work with HR Director and C&B responsible to create and update the worker incentive and reward system.
- Effectively develop and execute HR training programs to plant and head office personnel.
- Maintain a positive employee relations environment and support employees when needed through solving problems.
- Work with HR Director and department heads to identify talent and build a succession plan.
- Develop HR policies and procedures like but not limited to recruitment, performance, attendance, leaves

**May 2018 till Dec. 2023**

**Egytrafo Group for Electrical Industry, Cairo, Egypt.- 400 employees in 3 factories**

**Senior HR Generalist:**

- Work with HR Director – HR to the review, development and implementation of Human Resources integrated systems, processes and standard operating procedures for all HR functions to ensure HR practices assist in achieving the company goals.

**OD:**

Establish and upgrade all HR programs in plants in coordination with the HR Director “performance management, recruitment, policies, training and development and employee relations.

**Staffing and Selection:**

- Work with HR Director to forecast and analyse workforce planning data and put the recruitment plan based on it.
- The recruitment and selection process from interview till on-boarding to ensure attracting talented candidates and to compliance with the recruitment policy and labor law.
- Recommend offer letter for candidates according to our Salary Structure and the market.
- Plans a new employee orientation to foster positive attitude towards company goals.

**Training and Development:**

- Conduct the annual TNA.
- Work with HR Director to prepare the annual training budget.
- Contacting the training providers to budget. Recommend the best one with conduction an objectively comparison between the recommended providers.
- Arrange/handle the execution for the training plan during the year and prepare the training reports.
- Handle and follow up the internal training centre (vocational training).

**Compensation and benefits:**

- Create Monthly payroll Process and uploading salaries to bank system
- Work with HR Director to make yearly review for the Salaries and review / handle the promotions for all employees according the career path.

**November 2017 till April 2018**

**Egytrafo Group for Electrical Industry, Cairo, Egypt.- 400 employees in 3 factories**

***HR Generalist:***

- Prepares, records and updates employee files & information data.
- Computes and administers salaries, compensation, benefits, taxes, and records data such as attendance, leaves and overtime for use in payroll processing
- Calculates and reviews income taxes with finance at the end of year.
- Administers and keeps records of benefits plans participation such as medical, life insurance and pension plan
- Plans a new employee orientation to foster positive attitude towards company goals.
- Personnel transactions such as hiring, promotions, transfers, performance reviews and terminations
- Shares in the preparation of the human resources budget
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Administers annual leaves and holidays planning and follow- up on implementation.
- Prepares reports on absenteeism and turnover.
- Responds to inquiries regarding policies, procedures, and programs.
- Prepares employee separation notices and related documentation.
- Implements training programs policies and follows-up on implementation.

**January 2016 to October 2017**

**Egytrafo Group for Electrical Industry, Cairo, Egypt.- 400 employees in 3 factories**

***HR Coordinator:***

- Responsible for Payroll and benefits system (Medical, Mobile allowances, Transportation, etc...).
- Maintain all the personal records and keep database up to date.
- Announce the performance appraisal session, guide department managers and collect back to prepare the reports to HR Director to prepare the annual profit share.
- Coordinates and Organize Training and Development Programs according to TNA.
- Develop and maintain relationship with recruitment firms, universities and other recruitment sources.
- Screen CVs for new candidates and prepare for 1st interviews to set up the short list to the final interview.
- Prepare the exit interviews and prepare reports to reduce turnover.

Personal Information

- Date of Birth: 23/08/1990.
- Marital Status: Married