

JULIA NASHAT YOUSSEF

CONTACT

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in julia-n-676484202

SKILL

Organization

Time management

Attention to detail

Growth mindset

Ambition

LANGUAGES

English

Arabic

OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

EXPERIENCE

16/10/2024 - 31/08/2025

TMF
Group Talent SR.specialist
-Sourcing and Attracting Candidates. -utilize various recruitment channels to source top talent. - Review resumes, conduct phone screens, and interviews to identify best-fit candidates. - Collaborate with hiring managers to assess candidate fit and make hiring decisions. - Coordinate and facilitate interviews with hiring managers and other stakeholders. +9 HR Recruiter Job Description Template | Xobin An HR Recruiter is responsible for the end-to-end recruitment process, from identifying staffing needs to onboarding new hires.

1/12/2019 - 00/2/2022

Hi pharm
HR Personal Specialist
•Identifying the company’s hiring needs and managing the recruitment process to ensure it runs smoothly. •Manage the HR information system and ensure the accuracy of all data. •Performing quarterly and annual employee performance reviews. •Ensuring all employee records are maintained and updated with new hire information or changes in employment status. •Follow up the daily attendance of employees through the attendance system “finger print machine”. •Manage the day-to-day operations of the HRIS, including system configuration, data integrity, and troubleshooting. •Developing, documenting, and maintaining all current and new HRIS business process workflows for efficiency and compliance. •Implement and administer employee policies. •Support the implementing programs to improve the employee experience. •Assist with interactions with government offices (labor,and social insurance). •Assist in payroll preparation by providing relevant data.

20/4/2017 - 30/11/2019

Hi pharm
Receptionist,and Documentation
•Greeting visitors. •Managing security and telecommunications systems. •Handling queries and complaints via phone, email and general correspondence. •Transferring calls as necessary. •Managing meeting room availability. •Handling transcription, printing, photocopying. •Assisting the HR team with recruitment, onboarding and termination processes.

1/2/2016 - 30/1/2017

Egyptian Association for quality health care
Secretary
•Answering and directing phone calls. •Organizing documents and files. •Assisting with project tasks.

30/11/2015 - 30/12/2016

Orange
Customer Service
•Making and receiving calls. •Resolving issues and troubleshooting technical problems. •answering customer questions, providing information about services.

30/3/2013 - 30/11/2015

Continental School
Coordinator Assistant

20/9/2010 - 25/2/2013

Magdy Baby Home Language School
English Teacher

EDUCATION

2010

Helwan university, Faculty of Education .
English, and Social Studies department.
Good