

Yasmine El Maghraby

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Nationality Egyptian

Summary

Detail-oriented HR Administrator with hands-on experience in managing day-to-day HR operations, employee data management, and clearance processes. Skilled in using Zoho People for HR documentation, attendance, and leave management. Adept at handling social insurance procedures, maintaining employee records, and ensuring compliance with company and legal requirements. Demonstrated ability to support the HR team in areas such as onboarding, payroll coordination, personnel filing, and reporting, contributing to smooth HR workflows and employee satisfaction.

Work Experience

Jan 2025 - Present	HR Specialist, Aqarpedia (Promoted to HR Specialist)	New Cairo
- Oversee the full employee lifecycle, including onboarding, offboarding, and clearance processes. - Manage and update employee data on Zoho People, ensuring accuracy, confidentiality, and compliance with company policies. - Handle social insurance registration, updates, and termination in line with legal requirements. - Collaborate with payroll to provide verified inputs on attendance, leaves, and deductions. - Prepare and analyze HR reports and trackers - Contribute to enhancing HR processes and digitizing records for better efficiency and tracking.		
Sep 2022 - Dec 2024	HR Admin & Operations, Aqarpedia	New Cairo
- Managed daily HR operations including personnel data entry, filing, and documentation. - Maintained employee records and updated information on Zoho People (attendance, leaves, and personal data). - Coordinated onboarding and clearance procedures for new hires and leavers. - Handled social insurance forms, submissions, and employee updates. - Prepared standard HR documents such as contracts, HR letters, etc. - Assisted with payroll preparation by submitting attendance and deduction data accurately. - Organized and maintained employee personnel files, ensuring all documents were complete, up-to-date, and compliant with company and legal requirements. - Provided administrative support to the HR team and ensured smooth day-to-day HR operations.		

Education

2023 - 2026 Faculty of Law, Ain Shams University

Skills

Interpersonal skills	Expert	Communication	Expert
Teamwork	Expert	Adaptability	Expert
Attention to detail	Expert		

Languages

Arabic	Native Speaker	English	Very Good
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