

GHALIA NAZER

Human Resource Management

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SUMMARY

Highly organized and hardworking student with a GPA of 4.85 out of 5, known for consistently meeting project deadlines. Seeking a role to apply and develop my skills while contributing in a professional environment.

WORK EXPERIENCE

Aug 2024 - Oct 2024

Tamra Captial

- Assisted in the recruitment process, including attending and evaluating candidate interviews
- Developed job analysis reports and drafted detailed job descriptions
- Prepared and contributed to professional presentations
- Supported onboarding and trained new HR staff on company processes
- Drafted professional emails and employee appreciation letters
- Coordinated and organized employee engagement events
- Designed and distributed employee surveys to assess satisfaction and workplace culture
- Fostered a positive and collaborative work environment
- Built strong internal relationships across teams

VOLUNTEERING

Aug 2022 - Now

Volunteer Experience – University Activities (94 Hours)

- Participated in organizing and supporting university events, including career fairs, awareness campaigns, and national celebrations
 - Assisted in coordinating HR related events such as HR booths, appreciation days, and business lectures
 - Contributed to community service initiatives and charitable programs
 - Supported event planning, logistics, and attendee engagement
 - Collaborated with teams to promote awareness on social issues (e.g., health campaigns, community outreach)
 - Enhanced communication, teamwork, and organizational skills through active involvement
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EDUCATION

Bachelor in Human Resource Management

Aug 2022 - Now

UBT - University of Business and technology

High School Diploma

Aug 2020 - Jun 2022

Al Andalus School previously (Yusr International School)

ADDITIONAL INFORMATION

- **Technical Skills:** Cv screening | attention to details | consistent project delivery | HR documentation and record keeping | presentation Design | job description creation | interview scheduling and evaluation | initiative in process improvement | survey analysis | employee onboarding process | employee satisfaction tracking | team collaboration | change adaptability | effective communication
- **Languages:** English: fluent | Arabic: Native