

Holds a Bachelor in Business Administration and has about 5 years experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/07/1996
Gender : Female
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Business Administration, Cairo University, 2018

LANGUAGES

Arabic : Native Language
English : Fluent
Spanish : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

- : Egyptian Arab Land Bank, Cairo (from Jul. till Sep. 2015) - Training at Customer Service department:
 - Diversity knowledge of branches experience in the retail.
 - Assisted clients in filling up forms for various banking services.
 - Answer customer inquiries like interest rates, service charges & account histories.
- : Future Financial Services, Cairo (from Mar. till May 2015) - Internship at Human Resources department:
 - Work with the HR representatives, operational executives, and payroll and benefits.
 - Receive technical training and mentoring.
 - Become familiar with HR programs, including Workers Compensation, and New Employee Orientation.
- : International Computer Driving License - ICDL Base & Internet safety, Microsoft - Cairo.

- : Human Development & Body Language Diploma, International Counsel - Cairo.
- : Memory and memorizing - Interview skills - Leadership Skills Certificate, Syndicate of human development trainers – Cairo.
- : Sales and Marketing skills, B-brand Marketing solutions & Media Production – Cairo.
- : Digital Marketing Associate Certification, Sm-study Online course.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jun. 2018 till now
- Employer** : London International Patient Services, Cairo
- Job title** : Talent Acquisition Specialist (Human Resources department)
- Job Description** :
- Receiving job applications & CVs submitted from (Walk-in, e-mails, faxes and referrals).
 - Build CV Bank: classify and screen CVs / Applications in order to build candidate pools and store in database for retrieval as and when required.
 - Receiving employment request and writing job post.
 - Searching for qualified candidates through recruitment channels.
 - Screening CVs and short-listing suitable candidates to meet the criteria of the required job vacancy.
 - Conducting Phone Screening interviews, and appointing short-listed candidates for interviews.
 - Conducting initial interviews.
 - Preparing the assessment sheets of the interviewed candidates.

- Dates** : From Mar. 2017 till May 2019
- Employer** : Vodafone Ireland, 6th of October City
- Job titles** :
- International Account Advisor (Customer Service department)
 - HR Recruiter (Internal Transfer) (Human Resources department)
- Job Description** :
- Account Advisor Description:
 - Act as a frontline interface with customers of Vodafone companies worldwide.
 - Responding to customers over the phone and resolving their inquiries.
 - Provide assistance to customers by diagnosing and solving technical issues as a technical support advisor.
 - Configuring computer systems, diagnosing software problems, providing assistance.
 - Troubleshooting network problems and testing new technologies.
 - HR Recruiter Description:
 - Searching for qualified candidates through recruitment channels.
 - Screening CVs and short-listing suitable candidates to meet the criteria of the required job vacancy.
 - Conducting Phone Screening interviews, and appointing short-listed candidates for interviews.

Dates : From Jan. 2016 till Feb. 2017 (part time)
Employer : Career Community Languages Academy & Recruitment Solutions, Cairo
Job title : Recruitment Specialist
Job Description :

- Receiving job applications & CVs submitted from (Walk-in, e-mails, faxes and referrals).
- Build CV Bank: classify and screen CVs / Applications in order to build candidate pools and store in database for retrieval as and when required.
- Receiving employment request and writing job post.
- Searching for qualified candidates through recruitment channels.
- Screening CVs and short-listing suitable candidates to meet the criteria of the required job vacancy.
- Conducting Phone Screening interviews, and appointing short-listed candidates for interviews.
- Conducting initial interviews.
- Preparing the assessment sheets of the interviewed candidates.

Dates : From Feb. 2015 till Dec. 2015
Employer : Nile Gate Travel, Cairo
Job title : Junior Human Resource Coordinator
Job Description :

- Advise and assist managers and supervisors on interpretation and administration of human resource policy.
- Process new hires, terminations, transfers, promotions, leave of absence and existing employee changes related to payroll.
- Perform other duties and projects as required.