

Holds a Bachelor in Accounting and has over 12 years experience working in HR and accounting.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 04/04/1988
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: Bachelor in Accounting, Ain Shams University, 2009

LANGUAGES

Arabic : Native Language
English : Very Good
Turkish : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Created a filing system using One Drive for the entire office to organize online documents
: Social Media and Social Media Analytics

TRAINING COURSES AND CERTIFICATIONS

: Started a Diploma in HR at Leaders Egypt (from Apr. 2024 till now).
: Started a CMA course in High Performance Academy (HPA) at the end of Feb. 2022.
: The Comprehensive Chief Accountant course at Rising Star Financial Service (RS) (Dec. 2021 – Feb. 2022).
: General Accounting course at the Academy of Accountants (Sep. 2021 – Nov. 2021).
: Personnel & Payroll Workshop at HR Passport (Mar./Apr. 2021).
: Basic Business Skills Acquisition (BBSA), Cairo – Egypt, sponsored by the Future Generation Foundation (FGF), which includes:

- English course (from level 2 to level 5 in Berlitz) and Computer (MS Office 2003 & MS Project).
- Communication Skills, Enhanced Presentation & Project Development

Skills.

- Acquired Basic Business Skills, including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report writing.
 - Quality Management course from Arab Academy for Science, Technology & Maritime Transport.
- : ICDL course at Jupiter 2000 Center (Jul. 2009 – Sep. 2009).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2023 till now
Employer : EBS (Egyptian Business Schools)
Job title : Senior HR Generalist
Job Description :

- Maintain both hard and digital copies of employees' records.
- Responsible for the full recruitment process
- Responsible for performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Responsible for the payroll process.
- Keep up to date with the latest HR trends and best practices.

Dates : From Mar. 2021 till Aug. 2023
Employer : Alson Language School, Cairo
Job title : Senior HR Manager
Job Description :

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Coordinate employee development plans and performance management and designing company policies and setting objectives for the HR team.
- Assist HR department with the recruitment process, posting job ads, filtering CVs, schedule interviews, HR interviewing & evaluation, and communicate related correspondence to all applicants on a timely manner.
- Dealing with governmental offices (Labor office – Social Insurance office).
- Do a payroll job.

Dates : From Feb. 2015 till Feb. 2021
Employer : Alson Language School, Cairo
Job title : Accountant
Job Description :

- Process accounting receivable / payable and incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transaction including verifying, classing, computing, posting and recording accounts receivables' data.
- Preparing school regulations in the educational administration.

Dates : From Nov. 2013 till Jan. 2015
Employer : Mercy Education Center, Cairo
Job title : Coordinator Manager
Job Description :

- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.).
- Ensuring effective management of the academic courses and overseeing administration.
- Maintain electronic and paper records ensuring information is organized and easily accessible.

Dates : From Jan. 2012 till Oct. 2012
Employer : Etisalat Egypt Co.
Job title : CRM Agent
Job Description :

- Overseeing direct communications with customers through the CRM and developing testing strategies for all aspects of the CRM to ensure the most effective approach for the company and its products.
- Teach alphabet and numeracy along with personal and emotional skills.