

Holds a A. in Greek & Roman Archaeology and has over 8 years experience working in HR and Administration.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/08/1986  
Gender : Female  
Marital Status : Single  
Residence : 5<sup>th</sup> Settlement, Cairo

## **EDUCATION**

: B. A. in Greek & Roman Archaeology, Alexandria University, 2010  
: Secondary Education: Lycée Liberty of Alexandria, 2004

## **LANGUAGES**

Arabic : Native Language  
English : Excellent  
Greek : Very Good  
French : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Greek Language Diploma, Hellenic Foundation for culture, Alexandria (2009-2013).  
: International summer school for Greek language, history and culture, IMXA – Greece (2010).  
: HR Business Partner Diploma, New Horizons, Alexandria (2015).  
: Marketing Diploma, Cambridge Training College Britain - Egypt Office (2018).  
: Time management workshop.  
: Working in teams workshop.  
: How to lead a team workshop.

# CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Mar. 2019 till now  
**Employer** : Void Architects  
**Job title** : HR & PR Manager  
**Job Description** :

- Providing customer service to organization employees.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Preparing new employee files.
- Processing payroll.
- Developing needs assessment and training for employees.
- Carried out responsibilities for marketing and public relations and administration.
- Identify opportunities for improvement, objectives and systems.
- Follow up community relations with the organization.
- Developing and implementing HR strategies for organization.
- Analyzing job duties for employees and appraisals.
- Helping to negotiate collective bargaining agreements and deals for organization.
- Developing and administering health and safety programs (medical insurance – safety inspection – accident records).
- Records of employees participation in training and development programs.
- Coordinate policy and ethics code for organization and employees with the CEO.
- Overseeing special projects and tracking progress towards company goals.

**Dates** : From Aug. 2013 till Mar. 2019  
**Employer** : SEAPRO Group for petroleum & marine services  
**Job title** : Admin Assistant  
**Job Description** :

- Answer internal and external phone calls.
- Send and receive Faxes from departments.
- Welcoming visitors.
- Plan meetings and Organize and schedule appointments.
- Write and distribute email, correspondence memos, reports, letters, faxes and cover letter for tenders.
- Order office supplies for departments.
- Photocopy and print out and scanning documents.
- Undertake the tasks from departments.
- Do contact with companies for inquire registration documents.
- Prepare petro-marine tenders registration papers and documents.
- Send and receive and follow up for shipment send by carrier companies.
- Prepare the clients data base.
- Follow up clients.
- Registration at companies.
- Do DCC (records and filing) works for projects.
- Write the internal and external corresponds.
- Updating files (company profile - administration forms - site forms).

- Extra duties as HR Specialist:
  - Do the personnel files for employee (attendance – vacations – permits).
  - Stamping and revise the divers log books.
  - Screening application for new employee and applicants.
  - Ensuring new hire paperwork is completed and processed.

**Dates** : From Apr. 2013 till Aug. 2013  
**Employer** : International Foundation for arbitration legal (IFA)  
**Job title** : Sales  
**Job Description** : Sales for education courses and diplomas in arbitration field.

**Dates** : From 2005 till 2007 (during education)  
**Employer** : Kim Trade International  
**Job title** : Executive Secretary  
**Job Description** :
 

- Read and analyze and respond incoming memos, submissions, and reports, corresponds including faxes and email.
- Schedule meetings and alert manager about cancelations or new meetings.
- Maintain hard copy and electronic filing system.
- Answer phone calls.