

Holds a Bachelor in Computer Science & Information Technology and has about 2 years experience working as Accountant and HR Coordinator.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/03/1993
Gender : Female
Marital Status : Single
Residence : Cairo

EDUCATION

: Bachelor in Computer Science & Information Technology, Suez University, 2013

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: C++
: SQL
: System Analysis
: Database Design
: Photoshop, Illustrator, Indesign, Flash, 3D Max, Vray

TRAINING COURSES AND CERTIFICATIONS

: Internship at SOPC Suez Petroleum Company (2011).
: Internship at SOPC Suez Petroleum Company Training Center (2012).
: Human Resource Management Diploma (online).
: HR Course (online course from open2study).
: Recruitment & selection workshop.
: Graphic Designer, Soft skills (Team building, Marketing, problem solving and Presentation skills) in ITI (3 months Diploma).
: Cisco networking academy course CCNA Exploration: network fundamentals.

- : International Computer Driving License ICDL certification syllabus version 4.0.
- : C.A.T.C comprehensive course in time management skills.
- : (TOEFL) Test of English as a Foreign Language.
- : (PESD) Professional English Speaker Diploma.
- : Compensations & Benefits workshop from Leaders.
- : Human Resource workshop (recruitment, payroll, personnel, compensations & Benefits, Organization development) (workshop from Simba team).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2018 till Oct. 2018
Employer : Suez Canal Specialized Hospital
Job title : HR Coordinator
Job Description :

- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Coordinate training sessions and seminars.
- Produce and submit reports on general HR activity.
- Answering employees' inquiries and complaints.
- Administering or assisting with the recruitment and interview process.
- Administering or assisting with the new hire process.
- Assisting with the performance review and termination processes.

Dates : From Nov. 2017 till Jun. 2018
Employer : Suez Canal Specialized Hospital
Job title : Corporate Accountant

Dates : From Oct. 2016 till Sep. 2017
Employer : El Amal Hospital
Job title : Accountant
Job Description :

- All accounts, cash flow in and out and general accounting principles.
- Answering employee questions.
- Processing incoming mail.
- Creating and distributing documents.
- Assist with different areas like reception and operation departments.