

Holds a Bachelor in Mass Communications and has about 3 years experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/12/1986
Gender : Female
Marital Status : Married
Residence : Heliopolis, Cairo

EDUCATION

: Mass Communications Department (Public Relations), Faculty of Arts, Ain Shams University, 2010
: Secondary Education: Notre Dames Des Apotre School, Heliopolis, Cairo, 2005

LANGUAGES

Arabic : Native Language
English : Excellent
French : Fair

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Human Resources Management Diploma (in progress), American University in Cairo.
: English course at the British Counsel.
: Event Wedding Planning.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2015 till now
Employer : Fairmont Heliopolis & Towers
Job title : Human Resources Assistant
Job Description :

- Assist the HR team in the day-to-day operation of the department as required.
- Schedule and arrange all appointments for the HR Director.

- Prioritize all telephone calls and in-person external and internal visitors.
- Compose correspondence for the HR team, such as letters, contracts, etc.
- Filing employee records.
- Support internal HR projects, tracking necessary action and updating reports as progress is made.
- Handle all office administration duties such as mail, phones, photocopying and office supplies.
- Assist in updating all departments organization charts and job descriptions.
- Assume the duties of the Recruitment Coordinator in his/her absence.
- Responsible for the issuance of the HR monthly activity presentation.
- Assist with and support staff events as appropriate, such as leadership meetings, staff party, etc.

Dates : From Mar. 2014 till Jun. 2015

Employer : Gwannian Photography

Job title : Account Executive

Job Description :

- Account handler, as the link between our Office and clients.
- Striving to understand client's goals, and organize the Office's creative and administrative staff to help produce effective Work.
- Meeting clients to discuss their needs.
- Working with account planners to devise a work that meets the client's brief and budget.
- Presenting ideas and costings to clients.
- Negotiating with clients, solving any problems and making sure deadlines are met.