

Holds a Bachelor in Commerce (Accounting) and is looking to gain experience in her field of education.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 24/09/1995
Gender : Female
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Cairo University, 2017
: Secondary Education: 6 October High School for Girls

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : HR training at Raya Distribution Company (Aug./Sep. 2015):
- Searching for qualified candidates on job search engine.
 - Screening CVs to help minimize the risk of unsuitable applicants.
 - Input all candidates required database on automated HR system.
 - Arranging the interview schedule and shortlist candidates.
 - Making first interview for candidates face to face or by phone.
 - Create job advertisements and post them on social media and job sites (Facebook, LinkedIn, Wuzzuf, Bayt).
 - Collect candidates data.
 - Assisting staff members and the managers.
- : AJ Hoge effortless English course (online).

CHRONOLOGICAL EXPERIENCE RECORD

Employer : Upwork.com
Job title : Data Entry Freelancer