240235@gulfjobseekers.com

**EDUCATION**

* El Nasr Girls Language College (E.G.C) year:2007
* Faculty of Commerce, English Department, Accounting Major , Alexandria University.
* Graduation Year : 2013

**Personal Objectives:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**COURSES**

* Mini MBA Certificate holder from Nottinghill university and Eton university on June 2014.
* Microsoft Office Specialist Certificate ( Word , Excel and PowerPoint ) approved from Microsoft on June 2014.
* Human Resources Management Diploma holder from Cambridge Training College on July 2015.

**EXPERIENCE**

* Human Resources Assistant at Al Ansar Markeing Company – Pharmaceuticals ( from 1/5/2014 till present ).

And my responsibilities as an HR-assistant is as follows:

* Schedules examinations by coordinating appointments.
* Responsible for Medical Insurance and making sure that every employee is receiving his health care service properly .
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.
* Maintaining Employee Files.
* English teacher at British Montessori nursery ( from 1/9/2013 till 1/5/2014).

And my Responsibilities were as follows:

As a Montessori teacher I was teaching students through Montessori methods, creating independent learning environment, using specially-designed learning materials and also teach them through independent exercises, as well as the use of specially-designed learning objects, like movable alphabets.

* Summer Trainee at National Bank Of Abu Dhabi , Credit department for years 2009 &2010 .

**SKILLS & COMPETENCIES**

Knowledge of the HR processes;

Excellent business letter writing skills;

Excellent telephone etiquette;

Quick learner, ambitious & punctual;

Quick adaptability to new environments and ability to work under pressure and in critical situations;

* Self-motivated & enjoy challenges.
* Computer Soft skills (MS Office).

**LANGUAGES**

Arabic: Mother tongue.

English: Fluent (reading, speaking, writing).