



Samah Samir Zaki
2, Mohamed Ismail, Ain shams-Cairo

- **Objective**

Seeking a job in a multinational or local and a reputable company where my background and my qualification can be well utilized.

- **Education**

Bachelors of commerce, Ain Shams University, accounting department, may2014.

- **Experience**

- HR Secretary at super fruit for shipping. (From March 2017: To April 2020)

Job Description:

- *Organizing and scheduling appointments.
- * Answer and direct phone calls.
- * Write and distribute email, correspondence memos, letters, faxes and forms.
- * Develop and maintain a filing system.
- * Update and maintain office policies and procedure.
- * Follow-up police movement on airlines.
- * Follow up the Transactions of checks and transfers in banks.
- * Run the attendees of the Employees every month.
- * Give the permissions for days off and delay permissions.
- * Responsible for completing the documents of all employees.
- * Responsible for forms 1, 2, 6 with insurance office.

-Public Relation Officer at Ahmed Mosaad Co.

(From January/2016: January/2017)

Job Description:

- *Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management.

*Edit and update promotional material and publications (brochures, videos, social media posts etc.).

* Seek opportunities for partnerships, sponsorships and advertising

* Address inquiries from the media and other parties.

-Assistant Manager at El Marwa for food and ana beverage

(From January / 2006: August /2015)

*Responsible for delivery team accreditation from *Receive calls for customers and answer any inquiry.

*Train the new comers and make them on standby mode to start receiving calls -

- **Training Courses**

* Human Resources Management Diploma at EGCHMP (35 Hour) accreditation from Ain Shams university and HRCI.

* English Level 1, 2 and 3 at the American University in Cairo.

*personnel workshop with personnel Manager who is working in Universal company. (15 hour).

*Human Resources Management at Practice for training and development (48hour).

- **Skills**

-**Computer skills:** Microsoft word-excel-powerpoint-access.

-**Language Skills:** English is good, Arabic is mother tongue

Personal Skills: Self-study-Motivated-workunder pressure

technicall skills: personnel skills

- **Personal Data**

Date of birth: 16/11/1985

Marital status: Single

Car / License: No

References are ready upon request