

Fatma Ali Abul Kassim Mohammadin

10th of Ramadan, Sharkya, Egypt



CAREER OBJECTIVE:

Seeking to join your Company, where I will be able to invest my experience, soft skills, computer skills, and increase my experience as an HR Generalist.

EDUCATION:

May 2015 B.A of Arts, Psychology Department, Ain Shams

University Grade: Good

EXPERIENCE:

2018 - till now **Human Resources Generalist** at **Bait Food** Company

Job responsibilities included:

- Handling the recruitment cycle.
- Preparing the monthly effects sheet.
- Preparing the social insurance papers for the employees.
- Planning, and preparing the training cycle.
- Attending and participating in HR related meetings.

2016 – 2018 **Human Resources Coordinator** at **Bait Food** Company

Job responsibilities included:

- Following up and recording the staff attendance, absence, missions and vacation.
- Preparing the filing system for the whole employees' files.
- Preparing an Electronic Database for the whole employees.

Jan. 2016

Soft Skills Trainer at Amideast

Job responsibilities included training the following topics:

- Interview skills
- How to write a C.V
- How to write a Cover Letter
- Job Hunting

ACHEIVMENTS:

- Create a Full Employee Database.
- Handling the recruitment cycle for five branches.
- Create a full job structure and job descriptions for all company titles.
- Create a documentary cycle for HR department.

EXTRA COURSES:

Dec. 2020- Feb.2021 **Human Resources Diploma** at **EgyCham** (Egyptian Chamber of Human Resources Management) Approved by **HRCI** (HR Certification Institute)

Course Included:

- Strategic HR Management
- HR Planning and job analysis
- Recruitment and Selection
- Training and Development
- Compensation and Benefits
- Performance Management System

Dec. 2019

the New Insurance and Pensions Law Introductory seminar by Ahmed Salim (**Director of the Inspection Department**, 10th of Ramadan Insurance Zone) at **Investors Association** of tenth of Ramadan city

- Dec. 2019 **Cost of Labor Turnover workshop** at **Investors Association** of
Tenth of Ramadan city
- Sep. 2016 - Jan. 2017 **English Course** at **SYE English Community**
- Course Included:
- Level Pre Native 1, 2, and 3
- Dec. 2015 **TOEIC** (Test of English International Communication) test at **Amideast**
- Oct. 2015 - Dec. 2015 **Women at Work Scholarship** sponsored by **Amideast** and **ILO**
(International Labor Organization)
- Course Included:
- Soft Skills
 - TOT
 - Business English
 - MS Office
 - Career Development
- 2015 Self-development Skills Course
- April 2013 **Training program to reduce the demand for drugs** sponsored by **Faculty of Arts, Psychology department**
- Oct. 2011 **Ten Keys to Success** seminar by Professor **Ibrahim El-Feki** at Ain Shams University

PERSONAL SKILLS:

- Have the Ability to learn new Skills quickly
- Methodical and Organized
- Reliable and Determined
- Punctual

LANGUAGE SKILLS:

- **Arabic:** Native
- **English:** Intermediate

COMPUTER SKILLS:

- Good user of MS Office
- Internet surfing and its Applications

ADDITIONAL DATA:

- **Date of Birth:** 23/07/1993
- **Marital Status:** Married

References furnished upon request