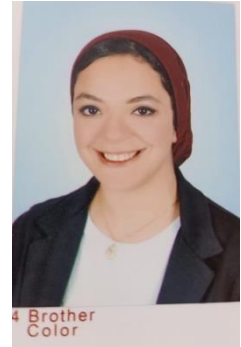


Asmaa Ali Mohamed Aboeldahab



Address: 21 Ibn sina St, Gamal Abdelnaser St, Gsr elswis ,Cairo

Objective

Seeking a challenging HR Specialist position.

Education

Bachelor of Mass of Communication, **Major:** PR and Advertising - 2019
Cairo University, **Rate:** Good

Experience

Hr Specialist – From **27-03-2020** till now

Englizya Company for Transportation, Shoubra



Recruitment:

- Source potential candidates through; tools, professional and social platforms, walk-ins, etc....
- Plan interviews and selection procedures including screening, calling and interviews conducting.
- Handling the Recruitment processes as per the manpower budget plan and including ad-hoc positions.
- Dealing with different collars [white -blue]

Organizational Development:

- Update Organization Chart
- Design and Develop Job Description and Job Specification.
- Collaborate with managers for annual manpower plan and plan cost estimate.
- Conduct exit interview and prepare exit interview analysis.

Payroll and Benefits Administration & Personnel Specialist

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions Performing payroll

Responsible for Medical Insurance

HR Coordinator – 1-4-2019 to 20-3-2020



Soul water, Nasr city

- Processing incoming mail
- Creating and distributing documents
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Serving as a point person for all new employee questions
- Payroll and Benefits Administration & Personnel Specialist
- Maintaining current HR files and databases

Secretary for CEO – 10/2017 to 4/2019



Soul water, Nasr city

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- coordinating mail-shots and similar publicity tasks
- acting as a receptionist and/or meeting and greeting clients.
- Managing doc soft and hard

Achievements

I have established HR Department at Englizya Company, got the title of supervisor in the recruitment department.

Training Courses

Human Resources Diploma at EgyCHam (60 hours) – Accredited by Ain shams university and HRCI (1-2021)

Skills

Computer skills

- Microsoft office (Excel, Word, Power point)
- ERP system (Oracle – Apex)
- Photoshop

Personal Skills

- Teamwork skills
- Attention to detail
- Management and organizational skills.
- Work under pressure

Personal Data

Date of Birth: 28-8-1997

Marital Status: Married