

Abeer Muhammed Mahmoud

6 El Shaba St, El Radwa city, Shoubra, Cairo, Egypt



Objective

Currently a graduated from faculty of arts mass media department public relations I am currently looking for specialist position who genuinely interested in working with a highly esteemed and well-established company. I strongly believe that my academic background, combined with common sense, initiative, maturity, and stability will make a positive contribution to your organization and will be an asset to your team and will meet your acknowledged high-quality work standards.

Education

- **SECONDARY SCHOOL:** AISHA OM AL MOMNEN (2014-2016)
GRADE: 89%
- Faculty of Arts, mass media department, public relations profession, Ain Shams University 2020.
- Fresh graduates: With grade Very good with honors
- HR Diploma
- Advanced HR diploma

Skill

- **Soft Skills**
- **Team working.** (ISB camp to learn by mansions leader ship & team work)
- **Self-learning ability.**
- **Good Communication Skills**
- **Language Skills:**
 - Arabic: Mother language.
 - English: Second language (Good writing, reading and speaking).
- **Computer Skills:** -Exceptional use of MS Excel in accounting application Microsoft

Courses

- Advanced HR diploma (till 30 hour)
- Human resource management diploma at EGYCHAM (till 75 hour) accredited by (Ain Shams University and HRCI) 8 function (HR planning – Recruitment and selection – compensation and benefit – performance management – training and development – health and safety – personnel – od)
- American English course at gateway and conversation , Course from Language Institute for the Armed Forces
- Public Relations.
- International ICDL course from the Center for Systems and Information for the Armed Forces
- Communications.
- Management of institutions.
- Marketing communication
- Professional career building Diploma (Marketing and sales course).
- Certified professional leader course **at the Canadian training center of human development.**

Personal

- **Nationality:** Egyptian.
- **Birth Date:** March 07, 1998.
- **Social Status:** Single.
- **Postal code:** 13752.
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Job description

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Man power plan and organizational chart.
- Hire employees and process hiring-related paperwork.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Address employee relations issues, such as harassment allegations, work complaints, or

Honors & Awards

1. Awarded as the best coordinator at Cairo international Book Fair 2019 internship so they extended my training period.
2. Analysis of Ramadan series to confront violence against women, National Council for Women
3. AL FERSAN innovators financial awards for being active and effective member.