


EMAN THABET

HR Coordinator



 **Address:** HELIOPOLIS, MASR EI GEDIDA, CAIRO.

Profile:

- Trying to build a career path in a well-established and progressive organization that offers me a stable, positive atmosphere and opportunities for career growth, where I can gain more experience and use my skills in the best possible ways.
- Making a difference wherever I am

EDUCATION :

CAIRO UNIVERSITY 2014-2015

Pre-masters at conservation, Archaeology College, Cairo University.

CAIRO UNIVERSITY Sep. (2008) - Sep. (2011)

Bachelor of Archaeology, Conservation department with v. good grade.

Work Experience:

- 2022-until now freelancer English teacher.
- 2018-2022 work as an English teacher at El Fayrouz privet school.
- 2018-2011 Work as an English teacher at El Mahdi privet Islamic school.

Skills:

Computer skills

V. good at using Microsoft office programs (word, PowerPoint, excel).

Language skills

Arabic: Mother Tongue.

English good speaker, excellent written.

Personal skills

- Able to work in a group.
- Work under pressure.
- Creative and calm.
- V good communication skills.
- Self-learning
- Adaptability.
- Fast learner.
- problem-solving
- Hard worker.
- People oriented.

ADDITIONAL ACHIEVEMENTS:

The employee of the year at El Fayrouz school 2019

CERTIFICATIONS & TRAINING COURSES:

- Basic and advanced excel course at (SMG) 24 hours in progress.
- Excel for HR course At HCC (21hours) in progress.
- HR diploma at (Egy Cham) with excellent grade accredited by Ain Shams University, HRCI and SHRM (75hours) Jan 2023.
- IELTS certificate accredited by Cairo University with score 490 " march 2016.
- Microsoft Office course accredited by Cairo University "2015".
- English conservation course at (Berlitz) to level three (20 hours) "2010".

Kindly References are available upon request

