



# Ayten Tito Abd-Alhamed

## Objective

I am a goal-oriented and self-motivated individual. Coming with academic knowledge of human resource principles and ability to handle complex problems using outstanding organizational and time management skills. Looking to join a reputable organization as a trainee in public relations and human resource

## Experience

### **Teacher 2019- present**

Reinforcing lessons to GCSE students teaching biology and chemistry curriculum

### **HR manager 2018-2022**

HR manager in smooth, enactus clubs at the BUE

### **Teaching Assistant May 2017–2019**

I was a distinguished student in different IG curriculums especially in English, Chemistry Biology and ICT, my teachers have chosen me to assist them since 2017. I am responsible for:

- Reinforce lessons presented by teachers by reviewing material with students in small groups.
- Help teachers in grading tests and checking homework

## Education

**Political Science, British University in Egypt (BUE) (2018 – 2022)**

**High School, IGCSE graduate (2016 – 2018)**

**HR Diploma (Egycham) (2022 – 2023)**

## Skills

- ✓ Creative, Organized, and Adaptable
- ✓ Thinking logically and Decision-making
- ✓ Influencing and persuading people / groups
- ✓ Public speaking and Critical listening
- ✓ Presenting ideas and data clearly

## Certification

English Speaking

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English Writing

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Microsoft Word

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Microsoft PowerPoint

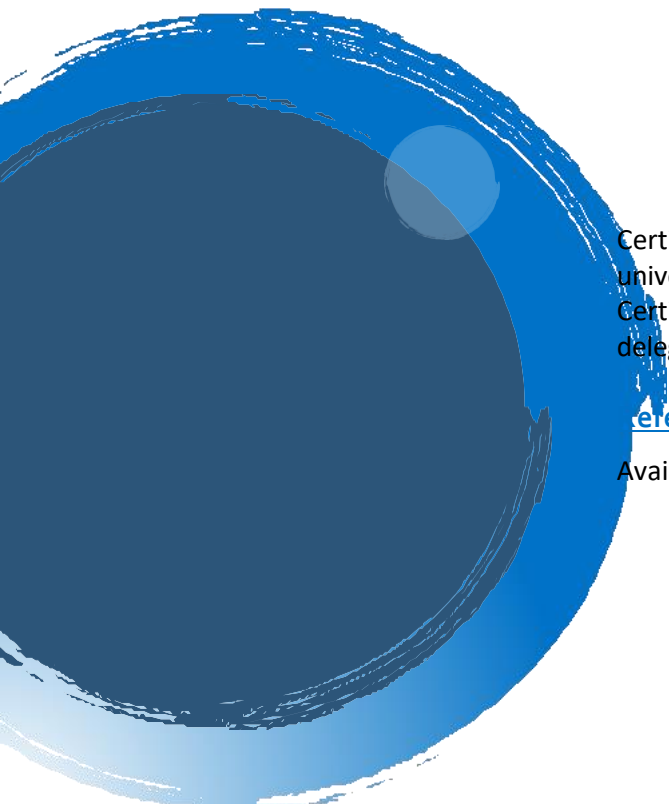
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Microsoft Excel

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Microsoft FrontPage

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Certified HR Diploma from Egycham (HRCI , SHRM and Ain shams university).

Certification of attendance of “United Nations Model” Conference as a delegation of Germany.

#### References

Available upon request.

