



Susan Mekhail Habib

- Alhelal next to Algazera Hotel, Hurghada, Red sea, Egypt.

Objective: -

- Seeking for a job opportunity
As a HR Admin.

Education: -

- Faculty of Home Economics,
Helwan University,
Educational department, May 2000

Experiences: -

- 3 months of experience as a

Personnel Manager at

Egyptian Japanese School.

Handling Hiring processes,

Handling Employees Records,

Monthly payroll sheets,

Employees investigations,

Legal compliance (insurance, income taxes)

Attendance, vacations,

Implementing policies and procedures.

- 10 Years of experience as a

Music Teacher at

Producer of life International American School.

- 1 Year of experience as an

English Teacher at

Tamav Ereny Nursery.

Achievements :-

- Perfect Attendance 2019 .
- Certificate of Appreciation 2018.
- Teacher of the month 2018.
- Teacher of the month 2016.
- Perfect Attendance 2013.

Training courses: -

- **Human** Resources

Management Diploma at

EgyCham (35 hours)

Accredited by Ain Shams

University & HRCI.

- Edmodo Basics course (English)

Skills:-

1- Computer

- Very Good in Word.
- Good in Excel.

2- Language

- Very Good in English.

3- Personal

- I have a leadership personality.
- I have self – confidence.
- I have ability to learn new skills.
- People oriented.
- Problems solving.

Additional Data:-

1- Date of Birth

- 29 March 1979

2- Social Status

- Married
- Car license valid till 2023

References are ready upon request