

Susan Mekhail Habib

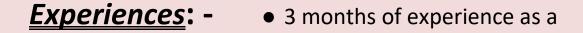
• Alhelal next to Algazera Hotel, Hurghada, Red sea, Egypt.

Objective: -

Seeking for a job opportunity
 As a HR Admin.

Education: -

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



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.

<u> Training courses: -</u>

- Human Resources
 Management Diploma at
 EgyCham (35 hours)
 Accredited by Ain Shams
 University & HRCI.
 - Edmodo Basics course (English)

<u>Skills</u>:-

- **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