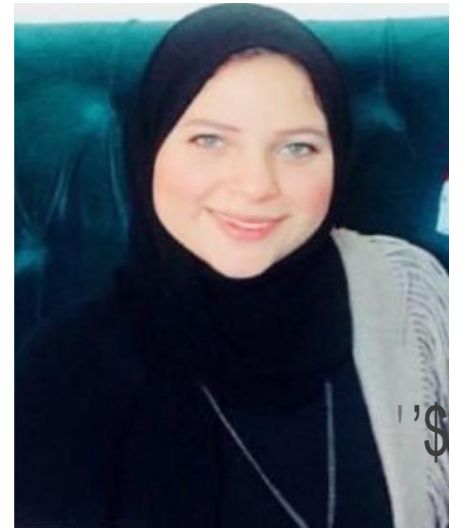


Enas Ahmed Abd Elghany

Job Intention: HR coordinator or assistant

- Full-time
- 4K - 5K
- Helwan, Nasr City, Nozha



Highly aware of all functions of the HR, excellent in personnel affairs and payroll sheets, very good in job description and job analysis and organizational development, and I am ready to work on anything in the interest of the organization and help in the advancement of human resources to accomplish the company's business

Heimeyet Ei-Zaiton Secondary School for Girls | faculty of commerce Ain Shams University
2008-09 = 2012-09

five stars for internal tourism | secretary
2013-02 = 2014-12

Job description:

Receive company calls, meet clients, organize trips, organize employees' work, and other secretarial functions

Ai-Nahar real state marketing company | secretary
2015-01 = 2017-02

Job description:

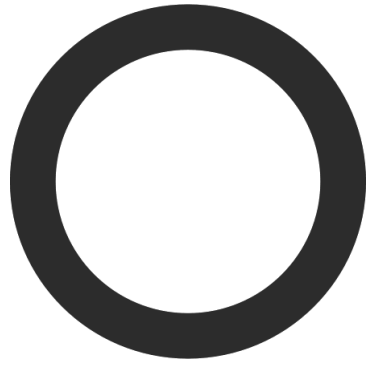
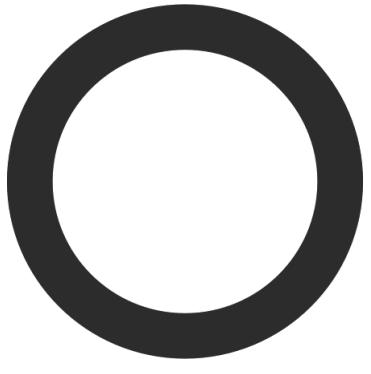
Receive company calls, meet clients, organize employees work, Receive work reports from employees, coordinate them, and deliver them to the sales manager

2020-07 = 2020-07 | job analysis and job description

A special analysis of jobs and determining the tasks of each employee in the institution to ensure efficiency in the performance of employees

Project description:

I have prepared a project for job analysis and job description for employees in my diploma



very good standard in reading spoken and written in (English)

(computer skill 5): Excel and word - very good knowledge of Microsoft office "windows, access and power point" and very good with the internet

Honours/Certificates

Human Resources management Diploma at egyptian chamber of commerce (35 hours) accredited from Ain shams university and hrci

2020-07-01

icdi v5 Microsoft certificates

2019-01-11

hr course certified Harvard business center

2020-01-01

soft skills body language certified Harvard business center

2020-02-01

English at the armed forces institute

2013-06-01

Hobby

Reading and practicing sports