



MARIAM MOSTAFA SALEM

Personal Information	
Date of Birth	29 th of June, 1998
Nationality	Egyptian
Profile	
Career Objective	A hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level HR Coordinator position. Ready to help the team achieve company goals.
Key Skills	
<ul style="list-style-type: none">Proficient in Microsoft Office Word, Excel, and Powerpoint.Compiles and analyses data and prepare conclusion and recommendations.Summarizing, organizational, and business management skills.High level of writing and communication skills.Reliable team member with the ability to complete tasks on time.Able to grasp new concepts quickly.Decision making skills.	
Work Experience	
ConyWorld	
Job Title	Junior Accountant
Duration	From January 2021 – to January 2022
Location	Cairo, Egypt
Job Description	<ul style="list-style-type: none">I was responsible for the financial issues in the project, interacted with the vendors, checked purchases and expenses, did monthly financial statements and invoices, and started training sessions before resigning for new employees.
Totaim Nursery	
Job Title	English Teacher
Duration	From July 2019 – to October 2019
Location	Cairo, Egypt
Job Description	<ul style="list-style-type: none">I was responsible for 15-20 students, managed the class, created new interesting group activities, prepared lesson plans covering required course topics, and kept the classroom organized, clean and safe for students and visitors.

Training & Courses			
Course Name		Start Date	Duration
Human Resources Management Diploma at EGYCHAM (Accredited by Ain-Shams University and HRCI)		March 2022	3 Months
Administrative Human Resources (HR) For Beginners		May 2021	3 Hours
Translation Internship at iTranslate		July 2018	3 Months
Education			
MSA University			
Degree	Bachelor Degree of Arts in English Language Studies (Department of Translation)		
Graduation	July 2020		
Languages			
Arabic	Native		
English	Competent		
Deutsch	Basic		

“References are Furnished upon Request”