



## **SALMA SHAWKI**

OFFICE MANAGER & HR GENERALIST

---

### **OBJECTIVE**

Looking for a full-time human resource position in a fast-paced environment utilizing ability to perform administrative and clerical functions to support the human resource department.

### **SKILLS**

- MS Office proficient
- Fluent in English
- Team Building
- Administrative Duties
- HR Policies & Procedures
- Benefit and Compensation
- Strong Attention to detail
- Well Organized
- Energetic & Dynamic

### **VITALS**

Address: 9 street 100 – Maadi

## **EXPERIENCE**

### **LAVASTA PHARMA EGYPT-MAADI**

FROM 2020 -PRESENT

OFFICE MANAGER, Lavasta pharma Egypt.

Organizing general office operations and procedure. Managing company communication through emails and letters and phone call. Support with staff payroll consolidation and monitoring processing. Recording of staff business incurred expenses. Preparing job offers for new employees. Ensuring the company is current and up to date on employment laws and guidelines. Manage flights-hotels-transfers. Organize business lunch, meetings, and trainings. Secure cost-effective vendors and suppliers and prepare relevant partner contracts with preferred corporate rates. CRM system. Secure at least 2-3 quotation for services rendered to ensure favorable rates. Completing paperwork for new hires. Handling recruitment process. Collaborate with managers to identify future hiring needs. Screen and shortlist candidates' applications according to the required position.

### **ROYAL INTERNATIONAL SCHOOL - 6 OCTOBER**

FROM 2018 TO 2020

ENGLISH TEACHER

Responsible for encouraging students to learn by connecting with them and giving them a high-quality education. Assessing each student progress.

### **JANA DAAN NURSERY**

FROM 2015 TO 2017

ENGLISH TEACHER

Teach basic skills. Adapt teaching methods and instructional materials to meet students varying needs and interests. Organize and lead activities designed to promote physical, mental, and social development.

Meet with parents to discuss their children's

Progress.

---

## SALMA SHAWKI

OFFICE MANAGER & HR  
GENERALIST

### **AL-QUADAH LEADERS INTERNATIONAL SCHOOL (2008- 2009)**

Executive Assistant to the Principal

Manage Principal's calendar by making appointments and organizing various meeting as requested. Handle general office typing. Maintain e-mail group lists for parents and staff. Attend meetings and keep Minutes. Follow up to ensure that all agreed action from meetings is completed timeously. Assist in all emergency drills or actual events.

### **EDUCATION**

**SCHOOL:** VICTORY COLLEGE MAADI

**UNIVERSITY:** HELWAN UNIVERSITY

**COLLEGE:** Faculty of Art department Psychology

**GRADUATION YEAR:** 2008

### **TRAINING COURSES**

- HR Management DIPLOMA at EGYCHAM
- MASTER MOS at YAT Learning center  
(Word/Excel/PowerPoint/Outlook)
- English Conversation Course at CIC

### **PERSONAL DATA**

Date of Birth: 7/10/1986

Marital Status: Married

Nationality: Egyptian

- *References are ready upon request.*