

Ledia Adel Asham Rezk
3 Street Ahmad Adwia, El Maadi
Cairo, Egypt
Date of Birth: 6\11\1987



Objective

Seeking a challenging Human Resource career to apply my theoretical knowledge in the practical field.

Education

- **2005 – 2009:**
Faculty of Management Technology. The German University in Cairo: graduated with accounting and financial control and marketing majors. A cumulative Grade: good
- **2004-2005:**
Graduated from "*ElKawmia language school*"
Secondary degree.

Additional courses

- Starting HR diploma at EGYCHAM
- Technology based management introduction to computer science programming, networks, media design and data base,

Certificates

- Awarded a certificate about training of Essentials of customer service at wadi degla company
- Awarded a certificate about youth leadership initiative "alshaneek ya Balady in association with Vodafone"
- Awarded a certificate about PWC audit simulation.

Work Experience

- **Xtreme blue Company** From 22 December 2019 until Now Working as Human Resource Specialist.
- **Tixawy Company** from 15 of October 2019 to 20 of December 2019 working as back office coordinator and social media.
- **Tiptop nursery and preschool** from 1st of June 2019 to 10th of august 2019 working as English teacher.
- **World Avenues company** from 24 of November 2018 to 23 of December 2018 working as accounting and Human Resource.
- **wadi degla Investment company** from 2nd of June 2012 to 21 of January 2018

Working as customer service on Membership Department.

- **Express Cargo** from 1st of October to 30th of December 2011 Working as operation and secretary
- **NAOS Marketing Company** from 1st of June to 30th of July 2010 Working as call center; responsible for collecting data from Mobinil customers by telephone.

Computer Skills:

- Professional user of MS office applications.
- Good user of Java
- Good user of spss

Language:

- Arabic: Mother tongue
- English: Fluent in spoken and written.
- German: basic knowledge.

Hobbies:

- Watching Movies
- Reading horror and attractive name of books.
- Listening to music
- Writing

Reference is provided upon request