

Sagda Ashraf

HR Intern / HR Trainee (Entry level)

Location: Cairo, Egypt

## **Summary**

Entry-level HR professional with a completed HR Diploma and current internship experience. Equipped with a solid understanding of HR fundamentals and operations. Detail-oriented and organized, seeking an entry-level HR position to contribute to HR processes while continuing to develop practical experience.

## **Experience**

HR Intern – Shaheenz Investment

Supporting recruitment activities for Soul Hospitality & Shaheenz Investment

February 2026 – Present

- Draft and post job advertisements across recruitment platforms.
- Source and collect CVs for various open positions.
- Screen and evaluate CVs based on job requirements.
- Conduct initial phone screenings with shortlisted candidates.
- Coordinate and schedule interviews with selected applicants.
- Maintain organized candidate records and follow up with applicants.

## **Education**

- Bachelor of Commerce (English Section) – Menoufia University, 2024
- Professional HR Diploma – EgyCham

## **CERTIFICATIONS / COURSES**

Professional HR Diploma – EgyCham, Egypt

Accredited by SHRM (Society for Human Resource Management, USA) and CPD (Continuing Professional Development)

## **Skills**

- Good understanding of HR fundamentals
- HR operations basics
- Microsoft Excel (intermediate with strong willingness to learn)

- Microsoft word
- Time management
- Communication skills
- CV Screening

### **Volunteer Experience**

Volunteer – Sonaa Al Hayah Foundation

- Assisted in organizing events and activities
- Worked with different teams and supported coordination tasks
- Developed communication and teamwork skills