



DALIA

SALAH

H.R GENERALIST

CONTACT

□ Cairo

H.R GENERALIST

- 03-2021 – Present**

Alfa Care
H.R Generalist, Cairo

 - Recruitment & Selection
 - Personnel Management
 - Compensation & Benefits
 - Employees Relations
 - H.R Planning
- Aug 2020 - Jan 2021**

Next Quest
H.R Generalist, Giza

 - Recruitment & Selection
 - Personnel Management
 - Payroll
 - Employees Relations
 - Organization Development
- Mar 2020 - Jun 2020**

Hyper Target
H.R Generalist, Giza

 - Recruitment & Selection
 - Personnel Management
 - Payroll
 - Employees Relations
- Jun 2019 - Mar 2020**

United International Group
H.R Generalist, Giza

 - Recruitment & Selection
 - Personnel Management
 - Payroll
 - Employees Relations
 - H.R Planning
 - Training & Development
- Jul 2018 - Jan 2019**

TransHome Translations
Quality Assurance Specialist, Giza

 - Reviewed Documents for errors & omissions
 - Inspected verified translated files & comparing them against customer Specifications & company's quality standards
 - Provided regular updates to head of translation department on quality metrics
- Sep 2015 - Apr 2018**

Noor Schools
Teacher of English, Cairo

 - Taught Personal, social & Emotional skills
 - Communicated regularly with parents
 - Determined children that needed extra work
 - Evaluated children's performance & progress
- Jun 2014 - Sep 2015**

Allied Arab Assurance Brokerage
Public Relations Specialist, Giza

 - Established & maintained relationships with Customers
 - Organized & attended promotional events
 - Gathered Information on customers opinions & adjusted plans to capitalize on current Trends

● Sep 2012 - Apr 2014

Rowad Al-Mostaqbal
Teacher of English, Cairo

- Taught Personal, social & Emotional skills
- Communicated regularly with parents
- Determined children that needed extra work
- Evaluated children's performance & progress

WOMAN'S COLLEGE

● 2008 - 2012

ARTS - ENGLISH DEPARTMENT
English Language & Literature

SKILLS

Computer

Microsoft Office ●●●●●

Communication Skills

Relationship Building Team Work ●●●●●

Work ●●●●●

Language

English Arabic ●●●●●

Multitasking Abilities ●●●●●

Data Management ●●●●●

Critical Thinking ●●●●●

Detail Oriented ●●●●●

H.R DIPLOMA

2021 - Present

H.R DIPLOMA

HRCI Certified Diploma