

Sara Safwat Sami Ekladious
23 Al-Amyria st. off from Al-Khmarwya st. shobra misr – cairo



OBJECTIVE

Seeking a challenging opportunity regarding the Human Resources career path.

EDUCATION

Bachelor of Language and Translation, October 6 University, Department of English, June 2021.

- Grade: Excellent with honor

WORK EXPERIENCE

- **HR Generalist** at Andersen in Egypt, (August 2021 – Present)
Prepare monthly payroll.
Responsible for the attendance.
Responsible for all hiring and firing process (Contracts, Social and medical insurance, assets, all documents).
Follow employees needs and complains.
Make sure the employees follow the company policy.

TRAINING COURSES

- Full HR Management Diploma at EGYCHAM (95 hours) accredited by Ain Shams University and HRCI. (135 Training Hours). (2021-2022)
- English Conversation Course at The languages and Translation Centre (LTC) accredited by Faculty of Languages and Translation, October 6 University. (2021)

- Cat Tools, Subtitling & Professional Translating Training at Translation Club (30 hours) accredited by Syndicate of Applicators. (2019)
- English General and Conversation Course at Concept.

SKILLS

- **Computer** Excellent command of Microsoft Office
- **Language** Native Arabic
Fluent in English
Fair in French
- **PERSONAL** Time Management
Good Communicator
Hard Worker
Work Effectively in a Team
Ability to work under pressure

ADDITIONAL INFORMATION

Date of Birth: 23/07/1998

Marital Status: Single

References are ready upon request