

Areeg Mohamed Ismail

EDUCATION

- Faculty of Law, Cairo University – Class of 2024

WORK EXPERIENCE

- HR Specialist – Global Paradigm Schools (Sep 2024 – Sep 2025)
 - ♦ Managed HR operations including recruitment, employee relations, and documentation.
 - ♦ Coordinated staff training sessions and supported performance evaluations.
 - ♦ Assisted in policy implementation and ensured compliance with school regulations.
- Sales – Real Estate Company (Mar 2023 – Sep 2023)

COURSES & CERTIFICATIONS

- Human Resources Course, Egycham (April – August 2025)

SKILLS

- Human Resources Management
 - Sales & Customer Service
 - Microsoft Office (Word, Excel, PowerPoint)
 - Communication & Teamwork
 - Problem-Solving & Time Management
 - English Language: Intermediate
-