

Reem Salem

Dubai South, Dubai, UAE

Summary:

Seeking to have a strong HR career in a prestigious organization where I can add value and improve my skills and knowledge.

Experience:

M -Trade "Motul Motor Oil official agent": (8/2018 – Current date)

HR & Admin:

- Receiving calls and inquiries from customers.
- Organizing meetings between management and various stakeholders (customers, external company representatives, etc.)
- Attending meetings and taking minutes to forward post each meeting.
- Assisting sales team with all required data and info for approaching customers.
- Supporting in building company's new system and updating data base.
- Prescreening CVs and calling candidates for interviews.
- Walking the successful candidates through the required documents and steps to conclude the hiring process.

A Mother of 2 great kids (2013 – Current date)

RSTN Consulting: (8/2012 – 12/2012)

Quality Control:

- Reviewing Alico insurance certificates and identifying any discrepancies.

NSGB: (Summer 2010)

- Customer Service intern

Arab Bank: (Summer 2009)

- CS and Operations intern

HSBC: (Summer 2009)

- CS and Operations intern

Education:

Ain Shams University

Bachelor of Commerce; English section (2007-2011)

Other curricular activities/courses/certificates:

- HR Diploma (Nov 2019 – Mar 2020)
- Insurance training at GIG Takaful (Apr 2018)

- ICDL certificate

Language Skills:

- Mother Tongue: Arabic
- Other Language: English

Personal Information:

Gender: Female

Nationality: Egyptian

Date of birth: 25/01/1989

Marital Status: Married

References available upon request