



TASNEEM MOHAMED

SKILLS

- Detail-oriented with excellent analytical skills.
- Responsible, Professional, a quick learner and able to work under pressure.
- Excellent organization & Communications skills.
- Problem solving abilities & a Quick learner
- Inquisitiveness & the ability to thrive in a multi-task fast-paced environment within a team environment.
- Goal oriented & self-motivated person
- Strong interpersonal skills
- Self-motivation and ability to accept criticism

QUALIFICATIONS

- Looking for a position where I can integrate strategies to develop and expand my knowledge in a lot of working tasks in the public relations and management
- Microsoft office proficiency" Word, Excel, Power point, Visio, access"
- Bilingual : Very good command in Writing, Reading, listening and speaking English and fluently in Arabic
- Strong computer skills including in-depth knowledge of MS Excel especially in financial modelling & proficient in research skills

WORK HISTORY

Human Resource Specialist and Admin Assistant

| Brmaja innovation – New Cairo, Cairo |
| 1 OF JUNE, 2021 till Now |

- Responsible for Recruitment department
- Responsible for dates of attendance and leave requests for employees
- Responsible for medical insurance for employees
- Responsible for social insurance for employees
- Develop and maintain a filing system
- Prepare payroll at the end of month and delivered it for the financial management
- Prepare invoices for phone packages for employees at the end of month and delivered it for the financial management

- Develop and maintain a filing system.

Human Resource Specialist and Admin Assistant

**1Al Safwa Real Estate – Nasr city, Cairo
1ST OF FEBRUARY,2019–1ST OF AUGUST,2020**

- Responsible for Recruitment department
- Responsible for dates of attendance and leave requests for employees
- Responsible for medical insurance for employees
- Responsible for social insurance for employees
- Develop and maintain a filing system
- Prepare payroll at the end of month and delivered it for the financial management
- Prepare invoices for phone packages for employees at the end of month and delivered it for the financial management
- Develop and maintain a filing system.

Admin assistant

**1Al Safwa Real Estate – Nasr city, Cairo
1ST OF FEBRUARY,2018 – 1ST OF FEBRUARY,2019**

- Responsible for dates of attendance and leave requests for employees
- Responsible for medical insurance for employees
- Responsible for social insurance for employees
- Develop and maintain a filing system
- Prepare payroll at the end of month and delivered it for the financial management
- Prepare invoices for phone packages for employees at the end of month and delivered it for the financial management
- Interest in the general shape of the company.
- Supervise on maintenance for company.

Assistant Manager

**1 Smartcom Company, Maadi, Cairo
1ST OF DECEMBER, 2015 – FEBRUARY 2018**

- Analyzes call centre and employee complaint reports
- Prepare checks between Etisalat and other companies for the purpose of delivering them to Etisalat
- Prepare documents that require to sign up into the tenders
- Prepare technical and financial offers for banks and companies that we will make a contract with them
- Prepare meetings with other commercial companies and minutes of meetings with the general manager
- Send professional emails to other companies
- Organize the general manager's appointments in a schedule
- Determine and put the appointments of job interviews in an organized schedule.

Exeuctive secretary

1United Arab States Hospital, Cairo

OCTOBER 2014 – DECEMBER 2015

- Welcomes visitors and patients by greeting them, in person or on the telephone.
- Directs visitors by giving instructions to follow.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Helps patients in distress by responding to emergencies.
- Obtains revenue by recording and outdating financial information.

EDUCATION

- **Bachelor of Commerce**, from Ain shams University September 2009 – June 2012 “ **Good** ”
- HR Diploma at EgyCham
- Workshop on Human Development 16th of Feb, 2012
- Financial Accounting 1 Course Sep 2011 – Nov 2011

References available upon request