**Donia Medhat Amer**

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**Hadaiq ElKoba,Cairo,Egypt**

**Objective**

An entry-level HR Generalist with a passion for learning and strong communication skills, Having foundational knowledge in recruitment, training, and performance management, with organizational and time management abilities, and problem-solving skills to provide support,Seeking to develop my skills .

**Education**

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| **Bachelor of Arts- Media, PR and Advertising Department** | | 2022 |
| Mansoura University  -Grade of Graduation **–**VeryGood | |  |
|  |

**Experience**

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **HR Assistant – Professional Group [Forex Trading Company]** | June 2023 – July 2024 | | **Recruitment and Selection:**  - Writing and posting job advertisements.  - Reviewing resumes and conducting interviews.  **Training and Development:**  - Facilitating communication between management and employees.  - Organizing and coordinating training programs for new employees.  - Providing support to employees in case of issues or complaints.  - Working on problem-solving to ensure employee satisfaction. | | |

**Courses And Scholarships**

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| --- | --- |
| **Job Placement Scholarship**  EFE (160 Hours) | **Voice Over**  Radio 90S (30 Hours) |
| **Human Resources , Marketing Skills, English,Google skills,Exel, Word, Presentation**  Digital Training Center (16 Hours | **Public Speaking ,Selling Smarter, Customer Service, Customer Prospecting, Team Work Skills,Problem Solving Skills**  Multi Online Platforms |

**Computer Skills**

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| --- | --- | --- | --- |
| • Word | • PowerPoint | • Excel | •Canva |

**Languages**

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| --- | --- |
| **Arabic** | Native Language |
| **English** | Reading – Very Good  Writing – Good  Conversation – Very Good |

**Personal Information**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | **Martial State** | **Nationality** |
| May 99 | Single | Egyptian |