**Donia Medhat Amer**

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 **https://www.linkedin.com/in/donia-amervo1**

**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  |  |
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**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. |

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**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 – GoodConversation – Very Good  |

**Personal Information**

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