

Summary

(I worked HR- SPECIALIST for two years And I sought to learn and develop myself in this profession, and for my secrets on my goal, I aspire to be part of the work teams I have in this company, where I learn quickly and can work with a team where we exchange ideas and learn from each other, finally, thank you very much .)

Education

El-Azhar University

Bachelor of Psychology

2013 - 2016

Experience

Raghaeb

Hr Recruiter

2021 - 2022

- Ensure all employee records are maintained and updated with new hire information or changes in employment status.
- Identify the company's hiring needs and manage the recruitment process to ensure it runs smoothly.
- Respond to employees' queries and resolve issues in a timely and professional manner.
- Perform quarterly and annual employee performance reviews.
- implement effective training and development plans.
- The ability to implement the payroll sheet.
- Creating job advertisements on various websites

Canadian Board" Training and Consulting

Hr Recruiter & Director of the Office

2018 - 2020

I writing the advertisement for vacant positions, following up on the advertisement, and making the first interview for the applicants....

- I responsible for organizing all matters related to the office



Aya Gebreel

H.R SPECIALIST



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Alf-Masken-Gesr Al Suez-
Cairo,Egypt

Skills

- Using Microsoft office (Word . Excel . Power point)
- Using social media (Facebook, Twitter and Instagram)
- Leadership
- Team player and Fast Learner

Languages

Arabic . English

Interest

Music, travel, learning, reading

References

(accounts - course dates - delivery of certificates - following up on the work of all employees....



Projects

Canadian Training Center for
Human Development

Human resources management
Diploma

2018 - 2018

Success Academy.

Training ICDL (Windows 07 & MS
Office 2010 word-excel-power
point-access & ICT and Internet

2021 - 2021

Success Academy.

soft skills

2021 - 2021

Success Academy.

Human resources management
Diploma

2022 - 2022