

## Objective

Enthusiastic HR eager to contribute to team success through hard work, seeking a career in an organization that provides me job satisfaction and self-development and helps me achieve personal as well as organization goals.

## Education & Courses

- BACHELOR DEGREE IN ECONOMICS & POLITICAL SCIENCE, FACULTY OF BUSINESS ENGLISH SECTION, MISR UNIVERSITY FOR SCIENCE AND TECHNOLOGY [CLASS 2022].

- OVERALL GRADUATING GRADE: VERY GOOD

- ENGLISH LANGUAGE COURSE AT AMERICAN UNIVERSITY IN CAIRO

## Work Experience & Internships

1. Devartlab For Pharmaceutical Industries (16-10-2022-Till now)  
Working as OD Coordinator "10/2022-10\2023"

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Working as OD Coordinator "10/2022-Till now"

- Achievements:
- organize resources and people
- Assure the alignment of resources and budgets
- Monitor the execution of the program
- Maintain the program integrity and accountability
- Identify the key participants of the program and their availability.
- Provide accurate, timely information to key stakeholders
- Monitor and track financial resources
- Maintain the program data and metrics
- Making a career progression and competencies project for the entire company
- Making job description cards
- Making functional structures on Visio

2. Devartlab For Pharmaceutical Industries  
Working as HR Specialist "10/2023-Till now"

### HR Specialist Achievements:

- Recruit, interview, and manage the hiring process for member experience candidates for all open positions
- Create new hire onboarding programs and conduct new hire orientation
- Coordinate and schedule interviews internally with hiring teams
- Gather interview feedback and communicate with candidates during the interview process
- Maintain data in our Applicant Tracking System Work closely with hiring managers to understand their hiring needs and source and screen candidates
- Responsible for benefits for employees like Medical insurance, Vodafone and Premium.

## Computer Skills

- ✓ Very Good in: Microsoft Office
- ✓ Typing Speed: Very Good [English and Arabic].

## Doniia Hassan

### Contact

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### Soft Skills

- Rigorous attention to details.
- Excellent organizational skills.
- Ability to complete tasks on schedule.
- Ability to adapt to frequently changing priorities, systems and procedures.
- Ability to co-operate with teamwork.
- Ability to work under pressure and tight deadlines.

### Languages

- Arabic: mother tongue.
- English: very good command.

### Personal Data

- Date of Birth: 21/09/2000.
- Marital Status: Single.
- Religion: Muslim.
- Nationality: Egyptian.