



Summary

I am looking to follow a career in management, I am interested in the field of H.R and planning management.

HR manager

Mina George

Contacts

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Marg
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Egypt
finished mina-
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Languages

- # Good written and spoken English
- # Very good written and reading Greek
- # Very good written and reading Hebrew

Technical Skills

- # Primer adobe
- # Orchid ERP
- # ERP
- # MS Office / ICDL
- # Photo shop Diploma
- # Free hand
- # Premier

Soft Skills

- Soft Skills
- Communication
- Problem-Solving
- Creativity

Work Experience

H.R MANAGER

Professional 2021-02 : Now

Stores Management - Social Media Marketing - Payroll - Appointment, Resignation And Insurances-

ADMIN ASSISTANT

Professional 2020-08 : 2021-02

Store Inventory - Sales Data Entry - Customer And Supplier Follow-Up - Monitoring The Discount Method - Attendance And Departure System-

HELP DESK AND PAY ROLL

Egyprofme company 2018-05 : 2020-08

Making Reports And Following Up On The Implementation Payroll - Receiving The Tickets And Following It Up Until Completion - Presentation-

OFFICE MANAGER

N&J 2013-10 : 2015-01

Product Photography - Customer Delivery - America Attendance And Departure - Design Work For Arabic And English Invitations - Treasury And Accounts Management - Customer Service -

FINISHING SUPER VISOR

Remco (Adly Ayoub) 2007-01 : 2011-01

Receipt And Delivery Of The Project

Educations

THEOLOGY

Bachelor`s Degree / Global University 2016-06 : 2020-09
Theological Science

COMMERCE

Diploma`s Degree / Ain Shams University 2017-10 : 2019-11
Business Administration

COMMERCE

Bachelor`s Degree/ Ain Shams University 2006-09 : 2010-11
Business Administration

Courses

SOCIAL MEDIA
(Emmael Business Academy)

PRINCIPLES
FINANCIAL
ACCOUNTING
(Online)

BODY
LANGUAGE
(Emmael
Busines
Academy
)

THE BASICS OF
DRAWING/
PORTRAY/
(Galileo
organization)

PRICING
STRATEGY
(Emmael
Busines
Academy
)

ENGLISH
LANGUAGE
(American
university
Cairo) A2

ENGLISH
LANGUAGE
(Not Courses
organization
)Level 5

Interests

I am writer in Masry Elyoum News
GRAPHICS - LANGUAGES - ARTS - READING – DRAWING