



# Reham Ibrahim Hassan

Recruiter

## CONTACT



Imbaba, Giza



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## OBJECTIVE

Looking for new opportunity in administrative works. Seeking a position to utilize and apply all my abilities in a good job.

## LANGUAGE

Arabic : Native language

English : Fluent in speaking – writing – reading – listening

French : Fair

Italy : Fair

## HOBBIES

Photography

Swimming

Reading



## PERSONAL SKILLS

Good Communication skills.  
Good presentation skills.  
Ability to learn new methods and techniques.  
Ability to work with others as a team work.  
High creativity.



## ACADEMIC QUALIFICATION

- Faculty of Al-Asun, Ain shams University.
- English Dept.
- Grade : Pass (2003 : 2007)
- High school : Experimental secondary school in Zamalek.



## EXPERIENCE

2010 : 2011 Employee in registration dept. Jasper company for Pharmaceutical Industries.

2013 : 2015 Instructor in International UCMAS academy.

2015 : 2017 Math teacher for primary stage Futures language school Maadi branch

2017 : 2018 Math teacher for primary stage Cairo International school Nasr city branch.

2018 : 2020 Agent at Teleperformace company English(offshore account) (Canadian Telecom company Freedom)

2020 : 2022 Recruiter in Elsherif company for recruitment and employment egyptian abroad

Find and attract qualified applicants for open positions by posting insocial media hiring pages.

Review resumes to determine which candidates can be qualified for job requirment

Manage and co-ordinate interviews between candidates and clients



## COURSES

- ICDL from Armed forces for Information systems Institute 2012
- Human resource management online diploma from M3aarf.com 2022
- Human resource management diploma from Continue academy under supervision of Ain shams university 2022



## COMPUTER SKILLS

M.S Office : Word, Excel, Access, PowerPoint, Outlook



# Certificate

Human Resource Management

This is to certify that :

**Reham Ibrahim Hassan**

**Has Successfully Completed The Training Diploma : HR**

General Manager

*Mohamed Shehab*

**Continue  
Academy**

Trainer

*Mayada Mahmoud*

# CERTIFICATE

## OF ACHIEVEMENT

**Proudly Presented to**

**Reham Ibrahim Hassan**

Certified from M3aarf Platform For Studying a course about

**Human resource management**

Certified No  
**5305494770**

2022-05-12



*M3aarf edu*

To Verify , Scan With Mobile



TM



**ICDL**

International Computer  
Driving Licence

## ICDL Certificate

This is to certify that

**Reham Ibrahim Hassan Ahmed**

has successfully passed all modules required for the granting of the  
**International Computer Driving Licence**  
Syllabus Version:

**4.0**

With the support of UICQ  
licensee in Egypt



United Nations  
Educational, Scientific and  
Cultural Organization

*Samia Mashaly*

Endorsed by Ministry of Communications  
and Information Technology - Egypt

**18/03/2012**

Date

**EGY001101244**

Serial Number



ECDL  
Foundation