

FATMA IHAB TAHA MAHMOUD

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Objective

My work is my life; every day pass I seek the progress I gained. I believe that days are the best source of experience, and knowledge is always the matter that deserve chasing.

Education

- Starting MBA Business on Ain Shams University 2022
- University:
CIC Canadian International College - School of Business BIS (GPA: 2.5)
- Secondary School:
Ahmed Zewail Experimental language school Intermediate English level

Skills

Language Related:

- Arabic: Native Language, fluent spoken and written
- English: First Language, Very good spoken and written

Computer Related:

- Office work: Word, Excel, Access, Power point
- Programming: Visual Basic, C++, JAVA, HCNA, SQL server
- Internet knowledge (browsing, searching)

Personal Profile:

- Strong sense of responsibility & self-motivation
- Like Teamwork besides the ability to work independently & under pressure
- Patient listener with special talent for understanding colleagues & client's needs

Other Information

Personal information:

Nationality: Egyptian

Date of Birth: 14th of January, 1997

Work Experience

1-July – September 2022:

ORION Design Engineer

Internship position HR coordinator

Responsibilities:

- Sourcing and reaching to qualified candidates for open vacancies.
- Coordinating the hiring process end to end.
- Communicate with potential hires.
- Screen resumes and job applications.
- Interview candidates in person for a wide range of roles.
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job opening

2-February 2020 – July 2022:

CloudSoft5

Technical support and implementation consultant on HR web application ERP system company.

Responsibilities:

- Implement and training the modules for the employee users.
- Testing the problems when it solved from programmers.
- Receive the clients request and discuss.
- Performing implementation planning and setup activities for projects.
- Developing sound business practices and procedures for the project.

- Directing team members as needed to ensure successful project implementation.
- Overseeing the daily business operations

3-Novamember 2016 – January 2020:

Canadian international college (CIC)

Work in Quality of business insurance.

Responsibilities:

- Checking that raw materials or components involved in the production process are of suitable quality.
- Inspecting production machinery and employees to make sure the production process runs smoothly.
- Writing production plans that minimize risk of mistakes during production.

4-July 2016– October 2016:

Canadian international college (CIC)

- Working summer part-time in call center in admission (student affairs) in 2016 (my evaluation 100%)

Responsibilities:

- Maintaining the Admission office reception area organized and always with promotional materials.
- Organizing assessments for prospective applicants.
- Arranging and conducting campus tours.
- Other Admissions related tasks, as and when required and delegated by the Head of Admissions