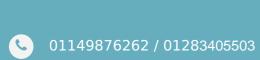
ABEER HAMED ELMALAHANY

OBJECTIVE

An HR skilled education student seeking to link education and HR skills to build a professional career.



Qalyub AL-Balad/Qalyubeya



April-2000





elmalahanya@gmail.com

EDUCATION

► Ain Shams University / Education College for girls.

Physics Department

Sep2018 - Jul2022

WORK EXPERIENCE

Almunfared for Recruitment

feb2023 - Now

job title : HR Recruitment
job description:

- Job analysis
- Create a job advertisement
- Filtering CVs
- Conducting telephone and personal interviews
- Receiving foreign companies, giving them a brief presentation about the company, and assisting them during interviews

Arkdia All In One

Nov2022 - Feb 2023

job title: HR Recruitment

job description:

- Responsible for recruitment, including publishing the job advertisement, conducting interviews and appointing
- Follow up on workers' performance and the goals required of them
- Salaries, incentives and discounts
- Attendance and Departure

We Here

Aug2022 - Nov 2022

job title : team leader assistant job description:

Accounts management, Employee performance reporting and Management of bonuses and deductions.

SKILLS

Language

Arabic(Native), English(Good).

Computer

Word, Excel, Powerpoint

COURSES

► Practical HR Course(60hr)
Jul 2021

at Leaders accredited by HRCI.

► Literacy Course Jul 2020 at Leaders accredited by HRCI.

ICDL 2018

at I-Tech Centre.

CERTIFICATIONS

2021

Practical HR certification.

Project Advisor Oct 2021 - Apr 2022

job title: HR Specialist (trainee)

job description:

-Recruitment, Job Analysis and Performance Evaluation.

-Responsible for attendance, implementing Statute of penalties, Kpis

Safeya Zaghloul Sec. School 2021 - 2022

Trainee

Practical Teaching

Misr Insurance Prep. School 2020 - 2021

Trainee

Practical Teaching

ACTIVITIES

Fekra Student Activity SFE 2019 - 2020

PR Member

► Utopia Student Activity CFE 2018 - 2019

Ashab Makan Member