

# ABEER HAMED ELMALAHANY



## OBJECTIVE

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



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April-2000



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Qalyub AL-Balad/Qalyubeya

## EDUCATION

- **Ain Shams University /** **Sep2018 - Jul2022**  
**Education College for girls.**  
*Physics Department*

## 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**

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► **Fekra Student Activity SFE**                      **2019 - 2020**

*PR Member*

► **Utopia Student Activity CFE**                      **2018 - 2019**

*Ashab Makan Member*