

CONTACT



Abo Youssef , El-Agamy , Alexandria



omniaalihassan1@gmail .com



01202981022 - 01551648856

INFO



23/08/1990



Single



Egyptian

SKILLS

** Personal skills

Teamwork skills.
Time Management.
Negotiation and persuasion.
Planning and Organizing.
Supervisory skills.
Problem Solving.
Work Under Pressure.
Effective communication.
Management skills.

** Technical skills

Microsoft office (word,excel,
power point).
Computer skills.

LANGUAGES

Arabic: Native Language
English: Good

HOBBIES

Reading.
Sports.
Travel.
Movies.

Omnia Ali Hassan Khalil

Personnel Specialist and Secretary

I have more than seven years of experience in the field of Personnel and secretarial work , I am looking for a new challenge in a professional work environment that enables me to apply my scientific and practical skills to accomplish the tasks assigned to me professionally.

WORK EXPERIENCE



Personnel Specialist and Secretary

From 2015 Till Present

At National Company for Oil & Grease.

Responsibilities:

- Creates, maintains and updates personnel files in complying with the Egyptian Labor.
- Deals with governmental External offices such as Labor, Social insurance offices etc.
- Answer phones, prepare and manage correspondence, reports, documents, arrange and confirm appointments.
- Taking ,typing and distribute minutes of meetings.
- Creates, maintains and updates staff records on the HR data base and issue regular reports as required.
- Handles staff attendance system and report as appropriate.
- Manage office supplies.



Quality control

At Faragallah.

EDUCATION



Graduate Diploma in landscaping and design

2012



Bachelor's of agriculture , Major in Flowers and ornamental plants and landscaping

2011

From Alexandria University.

COURSES



Insurance Specialist course from Workers Cultural Foundation.

04/03/2018 - 08/03/2018



HR Specialist course from EAAC .

12/04/2018 - 02/08/2018



Mini MBA Diploma from International Foundation for Professional studies.

21/10/2018 - 02/12/2018



HR Payroll & Personnel course.



Executive Secretarial course (Grant by Egypt Emirates).



Course of preparation of engineer Land Scape in the establishment and management of gardens from Agricultural Professions Syndicate .