

## Experience

4 Month experiences as HR Specialist at pyramisa Hotels and Resorts

**Others Experiences:** Four Years Experiences as Hr. Assistant Manager at

Greenland International School from (2018 Till Jun2023)

### HR Duties:

- Preparing insurance form \ And Form 6 for employees and medical Insurance
- Entering of Staff Data on Software (ID Number, Certifications, Department, Schedules .... Etc.)
- Preparing Contracts For employees and new Staff.
- updating Staff File Content on the Software.
- Entering Staff Absence (Attendance and Deduction), Lateness and Permission Leave Requests on Software.
- Preparing Files for the Newly hired Staff.
- Updating the Training Log on Software.
- Entry Of monthly Expenses on the software.
- ملئ اقرارات واستلام العهدة للعمال سنويا
- Writing discount receipts for School Invoices.
- Assisting HR manager with staff requirements.
- Organizational development including the development and implementation of human resource policies and procedures
- Writing all Investigation and Reporting on general manager .
- **Others Experiences:**
- From (٢٠١٧Till 2018) as Financial Auditor At financial audit office for Orman schools.

### Accounting Duties:

- Follow up and Reference on School Expenses for Schools Invoices.
- Reviewing school deposits in banks and making sure of the correct deposits and Entering on Software.
- Entering of Monthly Expenses on Excel Sheet (School Supplies, Sport Supplies, Catering, Miscellanies, Taxes, INSURANCE .... Etc.) and on Software
- Recording of Monthly Expenses on Note book and Accounting Preparation and processing (Balance Sheets and Income Statements)

### Others Experiences:

From (2013 till 2015) as Administrator at Pyramids International

### Training course

- Train The Trainer accredited by Pyramisa Hotel s and Resorts (15 Hours)
- HACCP Training accredited by Pyramisa Hotel s and Resorts (25
- Human Resources Diploma at Egy Cham (35 hours) certified by Ain shams university and HRCI.
- Advanced Diploma at Egy Cham accredited by Sharm and HRCI
- English General Course at British council (2 years) to Intermediate level 2
- Training Certification at Commercial international bank (3 month)
- Training Source Leader ship Skills (5 Hours) at Greenland school.



## Personnel Information

Name: Dalia Mohamed Aly Abdel Gawad

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## Objectives

Seeking change Opportunity as HR Specialist.

## Education

Bachelor`s of Commerce, Cairo University,  
Accounting Department, May 2012

### Skills

#### Computer Skills:

- Excellent in Excel sheets.
- Excellent in Word Sheets.
- Excellent in Software Programmer.

#### English Skills:

- Fluent in English Writing, Speaking and Reading.

#### Personnel Skills:

- I Can Work Under pressure.
- Number oriented.
- People Oriented.
- Leadership and Coaching
- Mentoring
- Presentable
- Ability to solving Problem and Decision Making
- Handling Grievances Situation.
- Ability to Decision Making and Encored
- Additional Date :

Marital Status: Married

Date of Birth : 16/11/1991

### References

References are Ready Appointment request

