



Port said, Egypt

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5/01/1993

Marital status: single

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YASMIN MOHAMED YOUSEF MANCEY

OBJECTIVE

As a self-motivated ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task in hand. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allowing me the opportunity to gain additional skills and experience.

PROFFISIONAL EXPERIENCE

(general manager at penguin preschool and courses center)

From 24/4/2021 till now

- Set policies and processes
- Developing the management system
- Oversee day-to-day operations
- Hiring and training staff and teachers
- Developing policies and procedures that meet state requirements and communicating them to staff and teachers
- Managing and preparing budgets
- Creating curricula and standards that support educational excellence
- Working with staff to communicate with parents and students
- Discussing student progress with parents
- Provide an inviting, secure, and comfortable environment for children, families, and employees
- Maintain the school website and social media.

(private English Tutor)

From 2018-2020

- Provide one-on-one educational assistance to elementary and secondary School students
- Improve students skills in reading, writing English
- Identify students' individual learning needs

(Port Said obstetrics and gynecology specialized hospital)

(senior Human Resources Specialist)

From 1-9-2017 to 1-9-2018

- Developing job descriptions
- Preparing or updating employment records related to hiring, transferring, promoting,

- and terminating
- • Ensuring new hire paperwork is completed and processed
- • Processing paperwork and maintaining databases
- • Keeps employee records up to date by processing employee status changes in timely
- Recruiting and interviewing candidates, checking references and performing
- background checks
- • Discussing needs and qualifications with employers

(bein sport Port Said)

(customer services agent)

From 15-2-2017 to 22-8-2017

- Provide information about bein sports services
- Listen and respond to customers' needs and concerns
- Oversee billing and payments
- Review and make changes to customer accounts

(Saba'a factory)

From 1-7-2014 To 31-1-2016

- Manage incoming calls
- Provide accurate and complete information by using the right methods
- Take the extra mile to engage customers
- Respond to emails
- Manage the paper work

TRAINING HISTORY

- Egyptian Company for Supplies and Marine Works
- The human resources management training course – Ain Shams University
- Problem solving & Decision making – Orascom Training & Technology
- Team building & negotiation Skills – Orascom Training & technology
- ICDL scholarship NEN center (2016)
- Excellent Knowledge at Microsoft Office (excel, word and power point)
- Internet Usage & correspondence

EDUCATION

Bachelor of Commerce English Section, Port said University – 2015

LANGUAGES

- Arabic: Mother tongue.
- English: Fluent (reading, writing and speaking)