

# Maria Maher Naim

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## Personal Information:

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**LinkedIn:** <https://www.linkedin.com/in/maria-maher-1831981b7>  
**Address:** Cairo, Egypt  
**Date of Birth:** 18/7/1996  
**Marital Status:** Single  
**Gender:** Female.



## Career Objective

A Challenging Career that utilizes my working and training experience, academic background and skills.

## Education:

**2014-2018:** Bachelor of English Commerce (Financial Markets & Institutions)

**Helwan University**

**Major:** Finance

**Grade:** Very Good

**Graduation Project:** A+

## Work Experience:

**Human Resources Manager** at **Media Masr Advertising Agency** since June 2022 till present.

### Job Description and Responsibilities:

- Oversaw a human resources department and their various functions.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.

- Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

**Senior HR Specialist at Ansme Financial Technology** Since September 2020 till May 2022.

**Job Description and Responsibilities:**

- Effectively administer employee benefits plans and policies, compensation, recruitment and employee relations.
- Support the Chief Administrative Officer in the development of HR strategies, plans, policies and programs.
- Handling the onboarding of new hires.
- Ensuring employee data is correct and up to date.
- Running and coordinating payroll.
- Running the annual performance review process.
- Coordinating learning and development.
- Ensuring HR compliance with all company policies and relevant legislation.

**Business Development Specialist at Eplanet British Organization** since December 2019 till August 2020

**Job Description and Responsibilities:**

- Creating development plans and forecasting sales targets and growth projections.
- Identifying market opportunities through meetings, networking and other channels.
- Meeting existing and potential clients and building positive relationships.
- Liaising with colleagues to develop sales and marketing strategies.
- Preparing financial projections and sales targets.
- Producing reports for management.
- Training business developers and sales colleagues.

**Administrative Coordinator at Speed Marketing Agency** since July 2018 till November 2019

**Job Description and Responsibilities:**

- Manage and route phone calls appropriately.
- Process and report on office expenses.
- Maintain physical and digital employee records.
- Schedule in-house and external meetings.
- Distribute incoming mails.
- Organize company documents into updated filing systems.
- Address employees' and clients' queries (via email, phone or in-person).
- Prepare presentations, spreadsheets and reports.
- Update office policies as needed.

**Team Leader at Golden Track Company** since February 2016 till June 2018

**Job Description and Responsibilities:**

- Collaborate with other teams, like marketing and sales to ensure brand consistency.

- Communicate with followers, respond to queries in a timely manner and monitor customer reviews.
- Oversee social media accounts' design.
- Suggest and implement new features to develop brand awareness, like promotions and competitions.
- Stay up-to-date with current technologies and trends in social media.

**Personal Skills:**

- Computer skills including Microsoft office (Word, Excel, PowerPoint, Access).
- Financial and Accounting skills.
- Strong presentation skills.
- The ability of solving problems.
- Communication skills.
- Professional Selling and Negotiation.
- Ability to work under pressure and commitment to deadlines.
- Numerical and analytical skills.
- Writing Skills.
- Presentation Skills.
- Motivation Skills.
- Ability to work in a team or individually.
- Excellent research skills of Internet.
- High speed typing in English.

**Languages:**

Arabic: Native

English: Excellent