

Amira Ibrahim Fathy Ibrahim Abd Al Rahman



Personal Information :

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- **Marital status:** single
- **Date of birth:** 22 April 1994

Job Objectives:

Interested in an opportunity to get promotion , progress my career , prove myself and gain experience.

Education and Qualification:

University	Alexandria university
Faculty	Faculty of Commerce- English section
Area of specialization	Accounting Department
Graduation year	2016
Grade	Very good (80%)

Courses Attended:

- **30/01/2016 to 18/02/2016**
Principle of Banking
Studying Principle of Banking (Egyptian Banking Institute) at Alexandria University , training for employment-CBE .
- **30/06/2014 to 02/08/2014**
Commercial excel
Studying Commercial excel in Faculty of commerce " research and commercial studies center " Alexandria University .

- **23/08/2014 to 07/09/2014**
Peach tree
Studying peach tree in Faculty of Commerce " research and commercial studies center " Alexandria University .
- **04/08/2014 to 20/08/2014**
Quick Books
Studying Quick Books in Faculty of Commerce " research and commercial studies center " Alexandria University .
- **06/09/2015 to 10/12/2015**
ICDL
Studying ICDL in Computer Studies Institute in the Northern Military Region
- **2013 – 2015**
English
General English courses in the Northern Military Region , English Conversation in American Master courses .
- **2022**
How to automate your HR
Practical course in using human resources system at code zone company .

Computer skills:

- Have experience in Microsoft office .
- Good at typing
- Able to do search from internet

Language skills:

- **Arabic;** Mother tongue
- **English;** very good

Interests and hobbies:

- Reading
- Surfing the net
- Swimming

experience:

- September 2020 until now – sidigaber association

I am working as Senior HR Coordinator :

1. Maintain employee records .
2. Follow up daily attendance .
3. Recruit new employee .
4. Interview applicants .
5. Follow up the hiring process .
6. Manage health insurance.
7. Manage social insurance ; statement 1 for new employees ,
compensation , annuities , car insurance , statement 6 for terminated ,
transfer dependency from branch to another .
8. Follow up the requirement of the labor office .
9. Respond to employee queries and resolve issues in a timely and
professional manner .
10. Prepare statement 2 for social insurance authority .
11. Calculate work earning tax .
12. Calculate employees salary and follow up any changes .
13. Calculate rewards of the end of service .
14. Track department budgets .
15. Work with a human resources system .
16. Create organization chart according to needs and budget .
17. Analyze the annual leave system .
18. Analyze the system of HR .

- March 2018 to March 2019 – Samartex for printing

I was working as junior accountant , stock administrator and secretary :

- 1- As Account , I was responsible for bookkeeping of sales and purchases as well as vendors invoicing .
- 2- As Stock Administrator , I was responsible for tracking and recording Incoming and outgoing parts and source materials .
- 3- As Secretary , I was responsible for vendor relationships and general General time management .