

SONDOS SAMIR KHAIR ALI

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Address : El-mokattam St, Cairo , Egypt.
Marital Status : Single

Work Experience -----

Production Supervisor and Social Specialist

Al-Naseem Factory for Dates

January 2020- Present

- Maintaining employee timecards, as well as inputting payroll. Assisting the HR department in the hiring and termination of employees.
- Leading and coordinating the schedules and tasks of employees to support the workload.
- Training new employees on how to perform their tasks.
- Supervising, training and assisting the employees on achieving their goals.
- Maintaining and exceeding production standards with equal or fewer employees.
- Maintaining consistently high quality and quantity performance standards and ensure that quality checks are performed regularly as required.
- Assigning work to meet completion dates through capacity management for vacation scheduling and overtime determination.

Photographer and Editor

Freelance

2017-2023

- Working as part of a team, I deliver photography content creation.
- Responsible on features, supporting photo and short video.
- Taking on projects as diverse as modeling shoots in several events as celebrity wedding
- Taking on film production in several indie productions.

Relevant Skills-----

- Expert in accounting software and tools
- Communication of financial information to stakeholders
- Accounting principles
- Tax laws
- Financial data analytics
- Technical Skills
- Computer Skills
- Research Skills
- Management Skills
- Communication
- Organizational Skills
- People Skills
- Problem-Solving
- Creativity
- Teamwork
- Decision-Making
- Time Management

Educational History -----

Bachelor's degree in Psychology

New Valley University

2016-2020

Awards -----

- Nasser Military Academy Certificates 2021-2022.
- Innovation Camp workshop presented by INJAZ MASR Certificate 2019.
- Online Marketing Basics Training Certificate with the skills program from Google 2019.