



Maissa Youssif El Sayed

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Marital Status: single
Date Of Birth: 1/9/1986

❖ **Personal Profile and Attributes:**

I follow with interest the position required. I believe that this position within your company and the skills required are an excellent match with my experience and abilities.

I am now looking forward to continue making a significant contribution for a high profile company such as yours. In need for any further information, please contact me at the above email or cell phone.

❖ **EDUCATION AND QUALIFICATIONS**

- **Commercial Diploma 2004**
- **Student at faculty of tourism and hotels (dropped out) third year.**

❖ **WORK EXPERIANCE**

- **HR Specialist** at Al Madaen Telecom (MTC) from April 2017 - till June 2017.
- **HR Specialist** at Select Technology from June 2014 – till May 2016.
- **Administration** in Arab Academy for Science, Technology and Maritime Transport from February 2006 till December 2006.
- **Secretary** in an import and export company January 2008 till January 2009
- **Assistant Pharmacist** in Sohil pharmacy from February 2009 till December 2009.
- **Secretary** in a privet clinic "Hadyclinic" From October 2010 till January 2011.

◆ Responsibilities and Achievements;

- Recruitment Specialist all the duties about the recruitment from search for employees to recruit the new employees .
- *Responsible for insurance and pensions for staff and preparing the forms of insurance .*
- *Follow up attendance for all employee in Alexandria and Cairo.*
- *Calculate the lateness deduction.*
- *Follow the vacancies and permeations for all employee .*

◆ Skills and Interests;

- **Languages:** Arabic mother tongue / English fluent / Italian.
- ICDL certificate..
- Always seeking to learn and grow.
- Good time manager.
- Organizer and monitoring abilities.
- Problem Solving skills