Doaa Ahmed Moustafa Ahmed

### Experience

* **2021 to Present:** NCC MonorailProject

HR-Egypt

* **2018 to 2019: Al-Haya Private Hospital**

Assistant HR-Egypt

* **2017 to 2018: Mubadra Association for Community Development**

Assistant HR-Egypt

* **2015 to 2017: Contrack International**

Trainee HR-Egypt

**Core responsibilities:**

* Maintained employee data and kept updated accounts of all employment records.
* Assisted in recruiting and training of new employees for the marketing and IT teams.
* Administered payroll information, compensation materials, and benefits programs.
* Supported daily operations of busy human resources department.
* Mentored employees through personal and professional issues

### Education & Training

* **Year:** 2018, Egypt- B.Sc. in Commerce- Marketing, Business Administration and Public Relations
* **Year: 2018,** Canadian Institute-ICDL certificate.
* **Year: 2018,** Canadian Institute-English.
* **Year: 2019-2020,** Canadian Institute-Human development, the art of dealing in public relations

### Language skills:

* **Arabic:** Mother tongue
* **English:** Good command of English both Written and spoken.

### Personal Details

* **Email:** Daabwzyd2@gmail.com
* **Mobile:** +201200942352 / +201154280613
* **Address:** Qalyubia, Great Cairo-Egypt.
* **Date of Birth:** 01st Sep. 1993