

Mona Mohamed Abdellatif

CONTACT

✉ mmonaliza_1@yahoo.com
☎ +20 120 022 0102
📍 Borg El_Arab Alexandria, Egypt

PERSONAL DETAILS

Date of Birth : 8/3/1986
Marital Status : Married
Nationality : Egyptian
Gender : Female

SKILLS

Communication skills

80%

Leadership skills

80%

Self-Motivated

80%

Solving problems

80%

Able to work within a team and individual

80%

Able to work under pressure

80%

OBJECTIVE

to obtain a challenging position that will utilize my extensive knowledge about human resource management and strategic management to contribute to the organizational prosperity and help creating opportunities for personal growth

EXPERIENCE

HR Section Head

2010 - Till now

Al_Bawadi

- I started as HR Specialist than I promoted as HR Section Head
- Responsible for directing new employees and start appointment procedures than completing their contracts
- Responsible for employees evaluation of their performance in preparation period, and annual performance
- Handling all the processes about private medical care
- Handling all processes about Vital supply and movement management
- Put job post , Research, screen , interview any candidate apply for blue collars and Daily workers
- Prepare budgets for the recruitment plan and purchase of furniture and stationery
- Commissioner with the mobile and Internet companies they deal with

Payroll Specialist

2008 - 2010

Al_Mowafaq

- Responsible for employee attendance and departure
- Working on the monthly payroll

EDUCATION

Master of Business Administration

In process

LANGUAGES

Arabic: Fluent (my mother language)

English: good

Alexandria university

Bachelor of Accounting 2009

Faculty of Commerce tanta University

Acceptable

Human Resources Diploma 2017

Arab Academy of science and technology

Very good

COMPUTER SKILLS

MS_Office

Oracle

Electronic payroll

Delta HR Systems
