

# MENNA TULLAH AMIN

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Giza, Egypt

## PROFILE

Participant in Lebladna Charitable Organization at MSA University and Takiya Charity Organization in Sharqia, engaging in philanthropic efforts to support underprivileged communities. Member of the Catering & Allocation Team in MUN Club, MSA University, responsible for managing catering and logistics for club events. Active participant in multiple MUN conferences at MSA University, contributing to discussions on global issues and enhancing their organizational teamwork skills.

## EDUCATION

### MSA UNIVERSITY,

- Bachelor of Arts in Languages and Translation
- MSA University, Cairo
- English and German (Second Foreign Language)
- Major:HR

ATTENDANCE YEARS (2021-2025)

## WORK EXPERIENCE

### Internships

HR Intern – HR Operations, Recruitment & Selection

#### Arab African International Bank (AAIB) | Sep 2024

- Assisted the HR team in HR operations, recruitment & selection, and Learning & Development (L&D).
- Contributed to employee records management, interview coordination, and training logistics.
- various HR-related tasks, gaining exposure to multiple HR functions..

#### CIB Bank | 2024

Online Summer Training Program

### HR Certificate Program

Certifications (In Progress)

#### MSA University, CLC | Ongoing

Currently enrolled in a CPD-accredited HR certification program covering HR strategy, recruitment & selection, labor law, payroll management, performance management, training & development, compensation & benefits, and organizational development

## SKILLS

- Experienced in academic writing
- Public Relations
- HR
- Time Management
- Team work
- Work under stress
- Critical Thinking

## RELEVANT COURSES

### ORGANIZATIONAL BEHAVIOR

- Strategies for Increasing Job Satisfaction and ProblemSolving.
- Innovative Approaches to Enhancing Employee.
- Engagement.
- Understanding Organizational Constraints and Their.
- Impact on Decision-Making .
- Techniques for Enhancing Decision-Making Processes.

### HUMAN RESOURCES MANAGEMENT

- Designing an effective job Ad.
- Clarifying the Distinctions between Performance Management and Appraisal.
- Appraisal Strategies for Conducting More Effective Interviews.

### HUMAN RESOURCES MANAGEMENT ||

## CERTIFICATIONS

- HR Operations Training

Arab African International Bank (AAIB) | Sep 2024

- Human-Centric Interpersonal Skills

Issued by CIB Bank | 2024

- Emerging Talent for the Future Workplace

Issued by CIB Bank | 2024

- Digital Transformation and Data Literacy

Issued by CIB Bank | 2024

- Financial Literacy & Entrepreneurial Skills

Issued by CIB Bank | 2024

## LANGUAGES

- English: Fluent
- German: Basics
- Arabic : Fluent