

### Basic data:

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Address:30 AL Madinah street-AL Sharabia-Shubra-Cairo

Job title: HR Coordinator

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### Objective:

Seeking a Human Resources Coordinator role where I can apply my knowledge in employee relations training and Human Resources operations to support organizational growth

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### Academic Qualification:

Bachelor of Business Administration

Cairo University , Faculty of Commerce , Bachelor of Business Administration , (2020-2024) , Grade: Good

## Work experiences:

- Team Leader-B.laban company (Jan-May 2025)
  - Leading a team of 10 employees to implement the daily plan
  - Training new staff and following up the team in preparing products according to operating instructions
  - Analyzing staff performance and following up with the responsible manager
- Team member-B.laban company (Apr2024-Jan2025)
  - Giving orders to customers
  - Preparing raw materials for production according to (HACCP) quality standards
  - Preparing products according to (HACCP) quality standards
- Supervisor-Adam Hyper market (Jul2023-Feb2024)
  - Training A Staff to perfect system to show products
  - Solve problems that happen to staff
  - Supervising staff and follow up coordination of corridors

### Technical skills:

- Dealing with Ms Office (Word, Excel, Power Point)
  - Dealing with social media
  - HR Systems Basics
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### Soft skills:

- Attention to details
  - Organizing the employee relations
  - Dealing with others
  - Training and direction staff
  - Time management
  - Working under stress
  - Problem solving
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### Language Skills:

Language	Listen	Writing	Conversation
<u>Arabic</u> (Mother tongue)	Excellent	Excellent	Excellent
<u>English</u>	V.Good	V.Good	Good
<u>Italian</u>	Starter	Starter	Starter

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### Coursrs:

AAID, Diploma in Human Resources Basics ,This certificate is accredited by the Ministry of Social Solidarity very good (May-Jun2025)