

MARTINA SAMEH AYAD

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Business graduate with hands-on experience in HR and supply chain across multinational companies. Eager to gain professional experience, expand business knowledge, and grow within a dynamic organization.

EXPERIENCE

Human Resources Specialist – Intern

SMG Engineering Automotive Company, Sheikh Zayed, Cairo, Egypt

June 2025 – July 2025

- Supported **Talent Acquisition** team in sourcing, screening candidates, and coordinating interview schedules.
- Assisted in **HR operations**, onboarding/offboarding, and insurance documentation.
- Participated in **L&D** training programs and employee engagement initiatives.
- Contributed to the **Employer Branding & Internal Communication** department by improving the internal newsletter and helping redesign the employee handbook.

Supply Chain Analyst & Logistics Coordinator – Intern

Al Ahram Beverages Company, Mivida, Cairo, Egypt

July 2024 – Aug 2024

- Assisted the **logistics team** in managing import shipment activities by preparing and verifying necessary documentation, performing data entry, and following up with suppliers to receive original documents and coordinating with freight forwarders for shipments updates and to ensure timely delivery.
- Supported the **procurement team** in purchasing activities and gained exposure to both direct and indirect procurement.
- Observed the **planning team** and learned the basics of demand forecasting and supply scheduling.

Freight Forwarding (Ocean & Air) – Intern

DSV Global Transport and Logistics, New Cairo 1, Cairo, Egypt

July 2023 – Aug 2023

- Learned all the fundamentals of logistics such as booking, tracking shipments, issuing approved HBL, MBL and managing freight costs.
- Coordinated with shipper, consignee to achieve profitable deals and mutual satisfaction and keeping them up to date with progress of goods.

EDUCATION

International Management and Trade Department (DGCI) – Faculty of business (French section).

Ain Shams University in partnership with the IAE Poitiers University in

France, Cairo, Egypt

Oct 2021 – July 2025

Egyptian Baccalaureate

École Sainte-Anne, Daher, Cairo, Egypt

Sep 2007 – July 2021

SKILLS

- Microsoft Office 365
- Team collaboration
- Leadership skills
- Effective communication
- Detail-Oriented Approach
- Problem solving
- Interpersonal Skills
- Time management

LANGUAGES

- Arabic: Native
- French: Fluent
- English: Proficient

CERTIFICATIONS

- International logistics from LinkedIn Learning
- Administrative human resources from LinkedIn Learning
- Working in a digital world: Professional Skills form IBM SkillsBuild
- DELF B2 de l'Institut français d'Égypte (IFE)
- Earned fifth place in ABC Summer Internship Competition

EXTRACURRICULAR ACTIVITIES

- Usher – Premiere for Event Solution
- Team Leader –Movement Youth Eucharistic & Scout