

Sylvia Shehab Shehata Metry

Career Objective

Fresh Graduate with a Bachelor degree from the University of Bedfordshire and University of MSA in Human Resources with GPA (2.90). Have a rich background in executive skills (HR) and teaching. Proven skills in critical thinking, presentation skills, social media, problem solving, interpersonal skills, and time management.

Details

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D.O.B: 31. 08. 2002

Education

Graduate, University of Bedfordshire, United Kingdom

September 2020 – June 2024

- Graduated with 2.90 GPA at Faculty of Executive Skills (HR) .

Graduate, Modern Sciences & Arts University, Cairo

September 2020 – June 2024

- Graduated with 2.90 GPA at Faculty of Languages.

High School Degree, Saint Mary School, Cairo

September 2006 – June 2020

- Graduated with A-grade.

Professional Experience

➤ Social Media Moderator for Jewelry Shop

June 2022 – August 2024

- Answer all costumers requests
- Photo shooting
- Posting on all social media platforms

➤ **Head of Egyptian youth development Club (EYD) at MSA university**

October 2021 – September 2022

- Interviewing
- Organize Events
- Invite Bloggers to talk with students how to start their career

➤ **HR Recruiter at Go Partners-Outsource Company (Internship)**

February 2025 – May 2025

- Contributed to over six recruitment projects across diverse industries including banking, telecommunications, and fintech.
- Gained hands-on experience in the full recruitment cycle: drafting professional job postings, sourcing candidates through multiple channels, and conducting phone screenings and interviews.
- Developed strong knowledge of candidate selection processes and recruitment best practices.
- Enhanced communication and organizational skills through active participation in high-volume hiring initiatives for corporate clients

Courses

• **Human Resources Diploma at Arab Academy for Science, Technology and Maritime Transport (AAST)**

Completed a comprehensive HR diploma covering all major HR functions, including:

- Recruitment & Selection
- Training & Development
- Performance Appraisal and Management
- Compensation & Benefits
- Managing Change
- Labor Law & Compliance

Gained practical knowledge and applied HR strategies aligned with organizational goals.

Skills

Soft Skills:

- Critical thinking and problem solving
- Fast learner
- Leadership and collaboration
- Time management skills
- Communication skills
- Team work

- Negotiation skills
- Presentation skills

Technical Skills:

- Good command of Microsoft office (word, Excel, power point)
- Research Tools

Projects

- Graduation Project: The Role of the Organizational Policies, Procedures and Practices on enhancing the performance of employees in tourism sector.
 - Grade: Excellent
- Chefko Online Application that aims to make it easy for customers to book personal chefs.
 - Grade: Excellent
- Diploma Project: Turnover at Julphar (A Global Company)
 - Grade: Very good

Languages

- Arabic: Native
- English: upper Intermediate (B2)
- French: Intermediate
- Spanish: Beginner