

Azza Hassan Mahmoud

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Professional Summary

Motivated professional with experience in legal affairs and HR recruitment. Skilled in settlement negotiations, contract management, candidate sourcing, and interview coordination. Background includes administrative support and customer service. Currently pursuing an HR Diploma to strengthen expertise in talent acquisition and employee relations. Recognized for strong communication, negotiation, and organizational skills.

Personal Information:

-Date of Birth: 1/6/2002

-Gender: Female

Education:

Bachelor of Business Administration – Management

Faculty of Commerce (Arabic Section), Ain Shams University

2020-2024 | Grade: Good

Work Experience

- **Legal Affairs Operations Officer – Premium International for Financial Services**

Jan 2025 – Present

- Drafted and reviewed settlement agreements to resolve disputes before legal escalation.
- Prepared legal notices and monitored contract terms, hearings, and court deadlines.
- Maintained accurate legal records and client documentation.
- Coordinated with lawyers, clients, and stakeholders to ensure compliance.
- Negotiated settlements, tracked payment deadlines, and ensured smooth execution of agreements.
- Developed strong organizational, communication, and problem-solving skills

- **Freelance Recruiter (Jul 2024 – Dec 2024)**

- Sourced candidates through LinkedIn and recruitment platforms.
- Conducted screening interviews and assessments.
- Coordinated interviews and managed communication between candidates and clients.
- Applied recruitment tools and HR practices in candidate selection.

- Administrative Assistant – Educational Center (2021 – 2022)
 - Supported administrative operations including student records and scheduling.
 - Assisted in customer service and daily office coordination.

Courses & Certifications

- Human Resources Diploma – The British Foundation (Ongoing)
- Human Resources Course – Leaders Academy
- Employability Skills Track – AUC – Aspire – USAID
- Financial Technology – American Chamber of Commerce in Egypt
- Entrepreneurship – PTS
- Agile Project Management Workshop – American Center, U.S. Embassy
- Career Camp – UCCD

Student Activities

- Volunteer – For Egypt Family, Ain Shams University (2021 – 2023)
- Team Leader, Art Committee: Managed team meetings, conducted interviews, evaluated member performance, and resolved conflicts.
- Participant in National Initiatives & Seminars:
 - Haya Karema
 - Ministry of Communications – Digital Inclusion Programs
 - Disability Support Awareness

Skills

Technical Skills:

- Microsoft Office (Word, Excel, PowerPoint, Access) - Recruitment Tools (LinkedIn, Online Job Platforms) Soft Skills:
- Strong Communication (verbal & written)
- Negotiation & Problem-Solving
- Organization & Multitasking
- Decision Making & Team Leadership

Languages:

- Arabic: Native
- English: Excellent