

Mariam Hossameldin Mostafa



HR SPECIALIST – EXECUTIVE SKILLS

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Objective:

Motivated and detail-oriented HR graduate with a strong interest in human resources strategy, organizational behavior, and executive-level communication. Eager to gain practical experience through training in a dynamic work environment, where I can develop professional HR skills, contribute to team goals, and learn from experienced professionals.

Education:

- Bachelor's degree, Faculty of Languages and Translation, Executive Skills Department, Misr University for Science and Arts (MSA).
- **Accumulative Grade:** very good (3.0)

Skills:

HR-Relevant Skills

- **Recruitment:** understanding of screening, interviewing, and onboarding processes.
- **Employee Relations:** awareness of communication and conflict resolution in workplace settings.
- **Understanding of Labor Laws:** basic awareness of labor rights and policies (working hours, leaves, contracts).

Technical & Digital Skills:

- **Microsoft Office Suite:** especially Excel, Word, and PowerPoint.
- **Email & Calendar Management:** Outlook or Google Calendar.
- **Data Analysis:** simple use of Excel for reporting or HR metrics.

Soft Skills:

- **Teamwork & Collaboration**
- **Adaptability & Flexibility**
- **Attention to Detail**
- **Problem Solving**

Executive Skills:

- **Professional Communication:** clear written and physical communication for internal reports, and emails.
 - **Presentation Skills:** ability to prepare and deliver PowerPoint presentations.
 - **Time Management:** prioritizing tasks and meeting deadlines effectively.
 - **Confidentiality & Ethics:** understanding of data privacy and ethical behavior in business settings.
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Projects:

- Management organizational behavior for Fly-in travelling company with excellent grade.
 - Human resources management for Property Hills Company with excellent grade.
 - Business plan for a marketing agency with excellent grade.
 - Grad Project: The Influence of Talent Acquisition Management on Internships: Developing Skills and Increasing Job Performance for Graduate and Undergraduate Students in the Real Estate Sector with excellent grade.
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Language:

- **English:** Fluent.
- **Arabic:** Native.
- **Spanish:** Good.
- **Italy:** Good.
- **French:** Good

