

Sondos Zeina

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Career Objective:

Seeking a job through which I am able to utilize and develop my interpersonal and technical skills, and enables me to be an effective member in my organization.

Work Experience:

English Teacher (Under 5 international preschool) (March -May 2018)

- Plan and implement lessons (which includes shapes/colors/ numbers).
- Create a stimulating environment that facilitates learning.
- Supervise children at all times.
- Help to develop children's basic skills, including speech and communication.

**Administrative Assistant to the Retail Director at Darwish Holding
(Lagoona Mall-51 East Department Store-Retail Division) Qatar
(September 2014/June 2016)**

- Handling all retail staff schedules .
- Organizing all retail staff trainings; collecting the names of the trainees and follow up their attendance.
- Preparing the minutes of meetings for the retail staff weekly meetings and sharing them with all the participants via email.
- Preparing the travel expense reports for business trips.
- Handling the business entertainment payment orders.
- Preparing Agreements and contracts to be signed by the suppliers.
- Follow up and contacting the suppliers to ensure a smooth signature process between both parties.
- Follow up & checking the retail staff leave applications forms.
- Arranging meetings between the retail director and the retail staff.

HR Officer at Darwish Holding (Fifty one East Department Store) Qatar

(February 2013- August 2014)

- Handling and monitoring employees' attendance on daily basis.
- Preparing notifications in case the employee is late or absent.
- Follow up on the medical reports in case of sick leaves.
- Preparing files for the new joiners.
- Entering the new joiners' information and data in the system.
- Preparing Certificates for the employees (Bank- visit visa- driving license).

Education:

School:

- Graduate of Ramses College for Girls, Cairo, class 2008.

University:

- Graduate of Ain Shams University (ALSUN), Cairo.

Major: BA in translation from Arabic to English and vice versa/English Literature class 2012.

Post-Graduate Studies:

A.(Human Resources) at the American University in Cairo (AUC):

1. Organizational behavior
2. Employee Relations
3. Recruitment and Selection Management
4. Compensation and Benefits

B.(Collage Course) at Soma Art School:

Learning different forms of collage;Assembling a piece of work using different materials (including paper, magazines and painting).

2. PC Knowledge:

- Certificate in ICDL
- Microsoft word, Excel and PowerPoint

Language:

- English fluent speaking and writing

