**Sara Khalil**

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**EDUCATION**

**Cairo University, Faculty of Commerce, Giza, Egypt Sep 2005 – June 2009**

*Bachelors of Commerce in Accounting*

 Overall Grade “Good”

 Head of “Stock Market Council” in the biggest student activity in Cairo University

**EXPERIENCE**

**Nursery Assistant Manager February 2016 – October 2017**

Tago International Nursery

* Monitoring the performance of the classes
* Making sure teachers are following the assigned plan and support them with ideas all the time
* Acting as the class main teacher in case of shortage
* Preparing working sheets reflecting the theme
* Having regular meetings with the parents to report their kids academic and behavioral performance
* Interviewing teachers and hire the best caliber
* Responsible for the admissions and providing tours for the new comers
* Managing the nursery’s facebook page and posting articles on weekly basis
* Monitoring the nursery’s consumption of food supplies, stationary & art craft materials and make sure we have a sufficient stock

**Volunteer January 2014 – December 2014**

**Missouri, United States**

* Volunteered to work on a project in the history museum of St. Louis, Missouri. The goal of the project was launching the museum’s mobile application.
* Volunteered to work at Sherwood Forest Camp, it included restructuring their data base and contacting the parents to update their status on the data base.

**Human Resource Coordinator March 2012 – July 2013**

Allianz® Egypt

About the Company: A multinational financial services company headquartered in Munich, Germany. Its core business and focus is insurance. Allianz Egypt provides life assurance and protection programs. Ranked 2nd in the Egyptian Insurance Market.

* Coordinated and designed the first “Handbook of Allianz® Policies” between various departments. The Handbook contains everything an employee needs to know about Allianz®.
* Responsible for Coordinating a “Job Description” Project, which involved meeting with various employees in various departments to work with them on “Describing their jobs”, and then getting the description approved by “Department Heads”.
* Worked as the main HR Coordinator in Allianz® first “Job Grading Project” using Towers Watson methodology to create Job Families and Salary Scales. My Job involved coordinating the “Grading Committee” meetings and reporting the meeting outcomes to the “Grading System”, and then coordinating with all “Department Heads” to manage the promotions/raises resulted from the “Grading Project”.
* Responsible for Coordinating “Global Workshops” administered in Germany by Allianz® HQ. I was responsible for Coordinating the trip of all “Allianz® - Egypt” staff attending the workshops by booking flight and accommodation and making other necessary arrangements.
* Responsible for “Employee Profile Update” Project, in which we dig into the employee data and continuously update their data in the “HR system”

**Human Resource Assistant October 2009 – Feb 2011**

LOKMA® Group

About the Company:

**-**Pipe Division, five factories located in various governorates in Egypt with a market share 46% of the local market for water-pipes. The team staff members exceed 1000 employees.

-Food Division “Nordsee®”, restaurant chain of German Sea Food with five restaurants in the MENA region.

* Responsible for planning, coordinating, executing and reporting a company-wide “Job Description” Project, in which I worked with 2 of my colleagues to plan the project and execute it over the term of a year. The project involved interviewing and listening closely to technicians (factory workers), administrative staff and managers to best reflect their jobs in the descriptions created. This project was the first step in transforming the HR function in LOKMA® from a transactional department to a strategic planning partner.

**TRAINING SESSIONS**

* Presentation Skills, from "Research and commercial studies center" Cairo University.
* Completed the course of "Basics of capital market" held in Cairo university COMET2007 (January-April 2007), approved by ESMA (the Egyptian Stock Market Authority).
* Completed ICDL.
* Completed course of "Creative thinking" in ZEDNY organization, approved by ministry of industry.
* Completed course of "Six thinking hats" in ZEDNY organization.

**EXTRA CURRICULAR ACTIVITIES:**

* Head of Stock Market Council of student's model COMET 2009 held at Cairo University.
* Used to be in COMET 2008 as an Instructor for 300+ students in stock market council.

**SKILLS:**

*Personal skills:*

* Possession of excellent analytical skills to solve problems of a sensitive nature
* Possession of excellent oral and written communication skills
* Ability to handle multiple assignments under pressure consistently to meet deadlines
* Responsible, ambitious & hard worker
* Dynamic, creative & optimistic
* Highly organized & dedicated, with positive attitude
* Ability to be flexible and quickly adapt to changing business needs and processes.
* Ability to handle and maintain confidential information.

*Computer skills:*

* Mastery of most of Microsoft Operating Systems.
* Excellent command of Microsoft Office (Windows – Word –
* Excel – PowerPoint...)
* Excellent knowledge of Internet applications.

*Language skills:*

* Fluent in both Arabic and English

*Hobbies:*

* Reading, fast walking, sewing, knitting, yoga & Internet Surfing

*REFERENCES FURNISHED UPON REQUEST*