

# Mona Hussein

## HR



### CONTACT

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 Roud El Farag - Cairo

 11/8/1993

### CERTIFICATIONS

- Acting workshop.
- Workshop of journalism and criticism.
- Preparing Arabic teacher for non-native speakers.
- Evaluation in the teaching of Arabic to non-native speakers.
- Personnel workshop.

### HOBBIES

- Reading
- Writing
- Acting
- Cooking
- Fashion design

### LANGUAGES



### EDUCATION

- Faculty of graduate studies for education at Cairo university | 2020 - Special Diploma preparing Arabic teacher for non-native speakers
- Faculty of graduate studies for education at Cairo university | 2019 - General diploma preparing Arabic teacher for non-native speakers
- Faculty of Dar Al Uloom | Jan 2018 Arabic language and Islamic sciences

### WORK EXPERIENCE

- HR  
Misr Pharmcies | 9/2021 : till now
- HR  
Shafae co. | 2020 : 30/8/2021
- Secretary  
2013 : 2018

### SKILLS

#### Professional

- Organization of work and policy within the Office.
- Schedule interviews, and meetings of the Director, according to his agenda.
- Receive written messages, calls, and emails.
- Communicate with different departments and ensure that administrative decisions are implemented in the agreed format.

## Personal

Teamwork



Leadership



Communications skills



Time management.



Organization



## SKILLS

### **Professional**

- Provide periodic reports to the Director on the follow-up of work and employees, especially new employees, and ensure the proper functioning of their work, and their effectiveness in the performance of their work.
- Prepare correspondence, daily reports by editing written texts, and printing them.
- prepare expense reports periodically for the manager, and try to get rid of advances.
- **Recruitment** start from update Manpower , doing job requisition , job posting, screening, make interviews with ( blue & white collar ) and job offers or send thanks mail.
- **Personnel** receive the hiring documents , make a contract , make finger print for employee , make them files.
- **Payroll** finalize the transaction and finalize the attendance with the finance team.

### **Computer Skills**

