

CURRICULUM VITAE

Name :- Soha Omar Mohamed Abdallah

Address :- 409 16A Hadek El aheam

Objective Seeking a challenging and prestigious position in HR field where, my educational background, skills and experience can be improved and developed while focusing on applying the most comprehensive, innovative and state of art technologies.

Graduation

Degree :- Bachelor of commerce

University :- Ean shams

Grade point average :- Accepted

Year of graduation :- 2003-2004

Experience

Main Title **HR Supervisor from 15/04/2014**

Company Suez Cement group

Tasks

- Hotel reservation,
- Book flight tickets,
- Visa and Arrange events

Duty

- Medical reports (Monthly)
- Transportation reports (Monthly)
- Renewal contract for Hotels and travel agent and

Main Title **Active secretary to HR. Director from 12/05/2013**

Company Suez Cement group

Tasks

- Preparation of correspondence, reports and articles on publishing and presentations

- Is the equipment and accommodation for visitors to the company.
- Answer the phone calls and turn-personnel specialists.
- Prepare and coordinate interviews and conferences.
- Confirms the general clerical work including copying and business files and dealing with fax and e-mail messages.
- Place the file system and automatic paper.
- limits and pricing and purchasing of office furniture and written material.
- Coordinates the project work.
- Other works assigned to it.

Duty

- Director-going Business Agenda (Daly)
- Reviewing the renewal of employee contracts.

Main Title

Active secretary to HR. manager from 01/08/2004

Company

Helwan cement

Tasks

- Preparation of correspondence, reports and articles on publishing and presentations
- Is the equipment and accommodation for visitors to the company.
- answer the phone calls and turn-personnel specialists.
- Prepare and coordinate interviews and conferences.
- Confirms the general clerical work including copying and business files and dealing with fax and e-mail messages.
- place the file system and automatic paper.
- limits and pricing and purchasing of office furniture and written material.
- Coordinates the project work.
- Other works assigned to it.

Duty

- Director-going Business Agenda (Daly)
- Transportation Report (Monthly)

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|---------------|
| Skills |
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Language

- Arabic Mother tongue
- English Good (Speak, write, understand)

Computer Skills

- Introduction to Computer Science.
 - Internet browser.
 - Setup all programs & windows & office setup
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- Change Hardware
- Good in excel
- Excellent word
- Excellent power point
- Excellent presentation

Personal Data

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| Marital Status | Married |
| Nationality | Egyptian |
| Date of Birth | 27/01/1983 |
| Place of Birth | Cairo – Egypt |

Professional strengths

- Self-motivated, Dynamic, Ambitious.
- Work under pressure with Team work.
- Have spirit of team work.
- Excellent in meeting deadlines, on a team or independently.
- Command Communication skills.
- Strong delegation and expectation management

Reference

- Old managers (MRS. Nagwa Mosa, Mr .Ahmed Momen, Mr. mohamed abdelbasetand Mr. Hesham Sedek).
- References are available upon request

Training

- Advanced Compensation & Benefits in Real Hands – April 2017.
- 5S program.
- HR Diploma Track 1 Professional.

Interest

- Reading.