

# Hager Nabil Hashem

30 Saleh Hake Basha st., Heliopolis, Cairo. Egypt



## Career objectives

Seeking a challenging position in a well-established organization that offers a professional working environment where I can serve your organization and establish a career for myself as human resources intern or coordinator.

## Education

**[Bachelor of English Commerce, Credit Hours System, Accounting and Auditing Department, Ain Shams University]**

[From Sep 2016] – [To Aug 2020]

[GPA: 3.68 from 4 and I got 7<sup>th</sup> on my Accounting and Auditing major.]

## Experiences

**[Consultmee Recruitment Consultant][Recruiter]**

[From Oct 2020 – Dec 2020]

[-Responsible for the whole recruitment process including the job posting, screening resumes, and conducting interviews with platforms

-Assist in organizing the Interview schedule.

-Maintain the automatic reply for rejected candidates

-Contact & Set Online Interview for the Accepted candidates

-Ensure all employee records are maintained and updated with new hire information or changes in employment status.]

**[Saudi German Hospital] [Intern]**

[Form Aug 2019]– [To Sep 2019]

[I trained in Human Resources Management Department and I knew powerful knowledge about eight function of HRM and I trained how to use excel in HRM and I learned the important question that asked in interview]

**[MY WAY] [Internet Marketer]**

[Form Nov 2018]– [To April 2019]

[I posted advertising on social media to get memberships then I call who fill our application to make their membership, I explained all about our offers and products and I obtained commission from their sales

**[QNB Alahli] [Intern]**

[Form Aug 2018]– [To Sep 2018]

[I trained as customer services representative, I am responsible for assisting customers with their banking needs and I learn how to open bank account on the system]

## Training courses

**[Professional Diploma in Human Resources Management at EGYCHAM (35 hours) accredited by HRCI]**

[From Sep 2020 – Nov 2020]

## **Skills**

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### **Computer Skills**

- . Excellent Knowledge of Windows OS and Microsoft Office (self-study and from my college).
- . Excellent Knowledge of Internet, Social Networks and Outlooks.

### **Language Skills**

- . Native Language Arabic.
- . Very Good Command of both Written and spoken English.

### **Personal Skills**

- . People oriented
- . Number oriented
- . Communication Skills
- . Problem analysis and Problem solving
- . Decision-making
- . Team Working
- . Time Management
- . Multi-tasking
- . Negotiation Skills
- . Persuasion Skills
- . Ability to work under stress
- . Adaptable
- . Leadership
- . Emotional Control

### **Additional Data**

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- . Date of Birth: 7/3/1998
- . Marital Status: Single

References are ready upon request