



Maha Anwar El.Nagdy

Address: Zagazig, Sharkia, Egypt

Career Objective:

Seeking an administrative position in human resources department that enables me to utilize my communication skills, analytical skills, negotiation, problem solving, critical thinking, planning, organizational skills, time management, learning and language skills, fulfills my personal ambitions, enhances my knowledge and more experience.

Internship:

***February-March 2020, French Instructor at MODLI (Ahmed Orabi Ministry of Defense Language Institute, Zagazig , Sharkia, Egypt).**

Experiences:

***December 2020-Present Ahmed Orabi Ministry of Defense Language Institute, Zagazig , Sharkia, Egypt (French Instructor)**

- Supervise and manage class, facilitate and teach conversational skills
- Create and utilize lesson plans to teach effective learning, listening comprehension skills, grammar
- Develop and implement presentation material and lecture strategies for delivering

***February-August 2018
Egypt (French Teacher)**

Leaders Private Schools, Abu kabeer, Sharkia,

- Pronouncing words and phrases and explaining their meanings to students.
- Using both in-class activities and online resources and platforms to create a blended learning environment.
- Scheduling feedback sessions with students and providing extra support or enrichment activities as required.

***July 2017-January 2018**

**Al Baraem Ali Zaki Al- Islamia private Schools
Arabic- Languages, Zagazig , Sharkia, Egypt (Media Teacher)**

- Responsible for the learning and achievement of all the students in the school ensuring quality of opportunity for all.
- Responsible and accountable for achieving the highest possible standards in work and conduct.
- Good relationship with students.

Education:

**December 2020 Diploma in Human Resources Management at EgyCham certified by HRCI , Grade (Very Good)*

**April 2020 Modli TEFL Diploma (MTD) of teaching French as a foreign language level from Intermediate to Advanced at MODLI (Ministry of Defense Language Institute) Grade (Very Good)*

**May 2016 Educational diploma at the Faculty of Education, French Department, Zagazig University, Grade (Good)*

**May2011 BA of Arts, Faculty of Arts, French Department, Zagazig University, Grade (Good)*

Scholarships:

**August-September2020, Job Placement Training Program Education for Employment (EFE)funded by Trafigura Foundation. Course included: (Business Skills, Business English, Pronunciation, Microsoft Skills, Financial Literacy, Labor Law and Career Directions).*

**October2010-July2011, ITI Edu Egypt Program cooperating with New Horizons Institute. Course included (Communication Skills, Presentation Skills, Business English, Business Writing, Interviewing Skills, and Customer Service).*

Courses:

**December2020, Eyouth Platform cooperating with American University in Switzerland. Course included: (Personal Skills, Business Skills and Entrepreneurship).*

**October-November 2020, Program for Graduate at Career180 Platform. Course included: (HR, Business Development, Project Management, Marketing, Digital Marketing, Business Analytics, Networking, CV Writing, Master LinkedIn & Wuzzuf, Career Coaching).*

**30 June 2020, almentor.net Platform, Customer Service Excellence Course.*

**16 June2020, almentor.net Platform , Digital Marketing101 Course*

**16June2020, ITI platform (Mahara Tech), getting started as a freelancer (up work sign language Course).*

**8April2020, almentor.net Platform, lead to achieve your sales Targets Course.*

**4April2020, almentor .net Platform , The science &Art of Time Management Course.*

**30 March 2020, almentor.net Platform , Effective Communication Techniques Course.*

**25March2020, Udemy Platform, Charisma and Social Skills Course.*

**22March2020, Udemy Platform, French Vocabulary course, level Intermediate*

**November2019-December2019, Microsoft cooperating with Ministry of Youth and Sports, Soft Skills & Employment Skills ,Entrepreneurship &Business Skills Course.*

**November2019 till December2019.Edraak platform cooperating with French Cultural Center. Course included: French Course.*

Computer Skills:

Very Good Knowledge of Microsoft Office (Word, Excel, PowerPoint) level: Intermediate

Languages:

Arabic: Mother Tongue

French: Very Good knowledge of written and spoken, level

B2 English: Very Good knowledge of written and spoken, level B2

Personal Information:

-Date of Birth: 11/12/1989

-Marital Status: Single