



Israa Mohamed Mohamed Abd Al Kader

Cairo, Egypt.

I am an organized individual with a committed approach to meet my goals. I always take notes and use a series of tools to help myself and my teammates stay on top of deadlines. I like to keep a clean workspace and create a logical filing method so I'm able to easily find what I need. I believe, that my approachable, friendly, cheerful yet committed persona is considered as one of my most important strengths-points

EDUCATION:

Faculty: Faculty of Economics and Political science, Cairo University.

Major: Bachelor of Political Science (May 2018).

Minor: Public Administration.

Grade: Good.

HR Professional Diploma

EgyCham Consultancy, Training, Recruitment & HR Business Services
June 2020

Labor Law Diploma

EgyCham Consultancy, Training, Recruitment & HR Business Services
IN Process

EXPERIENCE:

OceanAir Travels and Tourism (Egyptian Office)

HR Coordinator

(March 2020-Present)

Tasks:

- Provides clerical and administrative support to all departments.
- Compiles and update employee records (hard and soft copies).
- Helps in recruitment for all departments in Egypt.
- Prepares contracts, offer letters & NDA.
- Inducts new employees and take care of joining Formalities.
- Manages payroll coordination and documentation.

- Organizes employee leave management.
- Worked directly with one of the project managers to recruit and select +30 candidates within 17 different positions

Deutsche Gesellschaft Für Internationale Zusammenarbeit (giz) GmbH HR Intern (September 2019–March 2020)

Tasks:

- Organizes and compiles information as needed.
- Photocopies and scans documents as needed.
- Labels files in accordance with GIZ filing rules.
- Prepares training certificates and evaluation forms.
- Helps in organizing social gatherings and team-building activities for the office.
- Assists the HR team members with various tasks, as instructed by the Head of HR.
- Provides supporting services in the recruitment process for national personnel.
- Participates in the employment fairs e.g. (AUC Fall Fair)
- Assists in the administration of the medical insurance services for national personnel.
- Maintains the HR archive and the stored personnel files.
- Assists in collecting reimbursement claims review documents received and prepares the summary report on claims for the medical insurance company.
- Assists and follows up on the finalization of approval requests.
- Assists in keeping the medical insurance database updated.
- Answers queries of national personnel with respect to medical insurance claim procedures.
- Reports immediately any issues regarding medical insurance to the HR Professional.

HR Training in Egypt Air. (2018)

A month period of HR training in the Egypt Air Airline, it was so efficient as I got the chance to learn about how the HR department works in such an environment.

Training in Ministry of Supply and Internal Trade. (2017)

It was a summer training that my college had nominated me to have and it was basically about clarifying the structure of the ministry and its related branches.

CAREER OBJECTIVE:

Seeking a challenging position where my theoretical and practical experience could be developed and enhanced in a prestigious organization.

LANGUAGE SKILLS:

- Arabic: Mother tongue.
- English: Very good command
- German: Good (Level B1).
- Korean: Fair

COMPUTER SKILLS:

- Microsoft office: Skillful

INTERPERSONAL SKILLS:

- Detail oriented.
- Self-organized.
- Result motivated.
- Self-learning.
- Team leadership.
- Capable to work in intercultural environments.
- Seeks solutions to challenges with a positive attitude.