

Asmaa Mostafa Azzam

Objective

I am seeking a competitive and challenging environment where I can grow professionally and personally.

Education

2011 - 2015 **German University in Cairo, Egypt.**
Faculty of Management and Technology
GPA: 0.97 (Excellent)

1997–2011 **General Certificate of Secondary Education,
Ramses College for Girls, Cairo, Egypt.**
Literature Section, score: 96.3%
Rank: 7th

Diplomas

Feb. – Apr. 2016 **Professional Diploma in Graphic Design CC,
YAT Learning Solutions**
Photoshop CC, Illustrator CC, InDesign CC

Scholarships

Awarded a 25% scholarship on my annual fees by the German University in Cairo

Experience

1.12.2016– Present **HR Generalist in Global Management Services**

- Screening CVs and doing phone interviews.
- Collecting employment credentials and insuring employees socially, medically and life.
- Create and maintain Sheets that contains all the employees' profiles and records.
- Preparing HR Letters.
- Keeping track of the employees vacation balance.
- Managing the resignation process of the employees.

1.7.2013 – 15.8.2013 **Summer HR intern in ABB, Cairo, Egypt**

- Screened CVs
- Have done phone interviews
- Attended interviews with the HR specialist

Projects

- **A Social Marketing Campaign:** Did a Social Marketing Campaign project called "Etklem Araby" which encourages teenagers to respect their mother language and use it regularly
- **A Marketing Project:** Did a Marketing Project that proposed the idea of a new watch that can access the internet to manage the agenda of its user

Projects

- **A Human Resource Project:** Did a Human Resource Project in which we made a report on L'OREAL's Human Resource Department and how it operates
- **A Marketing Research project:** Did a marketing research project on Coca-Cola
- **An Integrated Marketing Communication project:** Did an IMC project in which we prepared a new IMC plan for Lactuel

Extracurricular Activities

- 2012- 2013 **HR member**, Nebny Foundation GUC
- 2013- 2014 **Logistics member**, Model Organization Of Islamic Conference (MOIC)
- 2013- 2015 **Marketing member**, Nebny Foundation GUC

Languages

Fluent in written and spoken English and Arabic.

Fair Knowledge of French and German.

Skills

Excellent knowledge of MS Office.

Excellent presentation and communication skills

Ability to work in a team, responsible, hard worker

Interests

Photography and drawing.