Personal information

Name:DOAA MOSTAFA AHMED

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DATA OF BIRTH:4 NOV 1993

SOCIAL STATE: single

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- **Objective**

apply and enhance my academic back ground skills. And career through working in creative and production development team that aims to meet the company`s and customer`s requirements and satisfaction

- **Education**
  Graduate: Bachelor`s degree
  University: Halwan
  Faculty: Arts
  Section: Sociology _ Anthropology
  Grade: good
  Graduation year: 2015

Doaamostafa544@gmail.com

➤ *Language*

language	Under stand	speak	write
english	good	fair	good

➤ *Courses*

Have Icdl   computer course
Have Operation hr work shop
Level 1 hrm revision

- Business awareness
- Human resource management problems in Egypt
- Human capital
- Hrm career path
- Job analysis
- Recruitment and selection
- Training and development
- Performance management
- Completion and benefits

Level 2 operation hr work shop

- Particular Job Analysis and Job description design
- Use competency model on all company divisions and all functional levels
- Cbi work shop
- Neo policy work shop
- Training needs analysis work shop
- Seconds program 60

- Performance management work shop
- Which hr system shall we start?

Online courses and material

1. مبادئ ادارة الموارد البشرية   (موقع ادراك التعليمي) بيت.كوم

تعلمت من خلاله :

- **بناء العقلية المناسبة لايجاد وظيفة استراتيجية تتكامل مع سياسات الشركة**
- **استكشاف الوظائف والادوار الستة الاساسية للادارة الموارد البشرية تحليل وتصميم الوظيفة والتعيين والاختيار والتدريب والتطوير وادارة الاداء واخيرا المكافات والاجور**
- **استكشاف التحديات ضمنادارة الموارد البشرية في الوقت الراهن**
- **فهم المهارات الاساسية للمختصين في ادارة الموارد البشرية امتلاكها وتطويرها باستمرار**

   2. Hr Auc material

Skills

*T*echnical skills

Computers skills

word	excel	Power point
Very good	good	good

3

Soft skills

- Interactive and fast enough to learn new technology and languages
- Shares knowledge . responsibilities .and experience with others easily and frequently
- Work effectively with people at all levels in organization in order to achieve the required results
- Shares information and accepts feed back easily and in timely manner