



Hemat Soliman

Human Resources Professional

Highly Motivated HR Professional with Transferable Skills, currently transitioning from Successful Sales & Administrative Career to a career in the Human Resources Management

Alexandria, Egypt

WORK EXPERIENCE

Human Resources Intern Mena Construction

١٢/٢٠٢٢ - ٠٢/٢٠٢٢,

Cairo, Egypt

Responsibilities:

- Supported all aspects of the employee lifecycle, from sourcing and onboarding new hires to training them on company policies and conducting surveys to ensure a positive employee experience.
- Assisted with further HR tasks as required.

Sales Manager Egypt Saudi Development

٠١/٢٠٢١ - ٠١/٢٠٢٢,

Alexandria, Egypt

Responsibilities:

- Analyzed current strategy, led and motivated teams to improve customer service, and designed plans to achieve sales targets, fostering customer loyalty.
- Cultivated lasting customer relationships, drove sales growth, and tracked performance through detailed reports.
- Collaborated with customers to identify business needs and goals, ensuring alignment with sales objectives.

Executive Assistant to the CEO Evergreen Group

٠١/٢٠٢٠ - ١٢/٢٠٢٠,

Cairo, Egypt

Responsibilities

- Managed the CEO's calendar, scheduled appointments and meetings, coordinated travel logistics (flights, visas, accommodation), and handled expense reports.
- Efficiently handled incoming communications, directed inquiries to appropriate departments, and provided general executive to the CEO.
- Facilitated smooth meeting operations by drafting agendas, preparing minutes, sending reminders, securing venues, and arranging refreshments.

In-direct Sales Consultant OUD Egypt

٠٢/٢٠١٩ - ٠١/٢٠٢٠,

Cairo, Egypt

Responsibilities:

- Sourced potential clients from brokerage companies, generated qualified leads daily, and conducted property pre-assessments to ensure client satisfaction.
- Prepared contracts (representation, purchase, lease), coordinated property closings, oversaw document signing and financial management.

REFERENCES

Furnished Upon request

EDUCATION

Human Resources Management Diploma Egycham

٢٠٢٤,

Professional Diploma in Human Resources Cairo University

٢٠٢٢,

Bachelor in Social Work Alexandria university

٢٠٠٦,

Alexandria, Egypt

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

SKILLS

Microsoft Office

Communication Skills

Presentation Skills

Customer Service