

Alaa Gamal Shaaban

HR Coordinator

EDUCATION

Faculty Of
Simultaneous and
interpretation
Department of
English
٢٠١٨

Bachelor Degree in Languages and Translation - Al- Azhar University In Cairo

COMPETENCES

Communication skills
Empathy and Patience

Interpersonal skills
Organizational skills

Conflict resolution
Problem solving

Training and Development
Adaptability

CAREER OBJECTIVES

Ambitious and detail-oriented person with a diploma in Human Resource Management, seeking an HR coordinator positions. Equipped with strong interpersonal, organizational skills, foundation and understanding of HR practices. I am eager to contribute to a dynamic HR team. My goal is to apply my academic knowledge and internship experience in recruitment, employee relations, and HR operation to support the company's talent acquisition and retention strategies.

WORK EXPERIENCE

HR Training

June ٢٠٢٤ - Sep
٢٠٢٤

Egycham [EGYCHAM](#)- Cairo, Egypt

- Assisting in posting job openings, screening resumes, and coordinating interviews.
- Participating in conducting phone screenings and reference checks.
- Supporting the onboarding process by preparing orientation materials and facilitating sessions.
- Handling employee inquiries and supported employee engagement activities.
- Maintaining, updating employee records and preparing HR-related reports.
- Assisting in organizing training sessions and developing training materials.
- Helped ensure compliance with HR policies and employment laws.

English Teacher

Oct ٢٠٢١ - June ٢٠٢٤

Nile Egyptian International Schools [NIES](#) - Sheikh Zayed, Giza

- International school with ١٧٠ employee.
- Accounting to deliver "English guides" for Grades from ١ to ٤ with capacity ٢٣ students in each class.
- Designed and implemented curriculum to assigned subject, as per British

University of Cambridge NIES international standards for delivering subjects without books or references.

- I prepare the weekly worksheets according to these objectives.

English Teacher

Feb ٢٠٢١ - Oct ٢٠٢١

Royal Schools | Semi International Schools - ٦th October, Giza

- I was working there as an English teacher for Grade ١, with capacity ٣٠ students in each class

English to Arabic to English Translator

July ٢٠١٩ – Jul ٢٠٢٠

Melocalgate Company [Melocalgate](#) - Cairo, Egypt

Accounted for “Medical, Hardware and Software user guides, Machinery and Automotive, Educational, Surveys, General documents” Projects.

- Medical: (Abbot, ConMed, Meditronic, etc.)
- Tools, Automotives and Machinery: (MSA, Hitachi, KIKO, Mitsubishi, etc.)
- Educational: (Discovery curriculum for the Egyptian Ministry of Egypt, Boston Finder, Vital Sources, etc.)
- Hardware and Software: (LG, Samsung, Casio, Philips, Intel, Yandex, Diligent, Zendesk, etc.)

SKILLS

- Good analytical and planning skills.
- Good accuracy and attention to details.
- Excellent problem analysis.
- Excellent judgement according to the situation

COURSES & CERTIFICATES

September ٢٠٢٤

Professional Diploma in Human Resources Management

Egycham

Cairo | Egypt

- HR Functions
- How FPIs (Firm Performance Indicators) can be solved by HR Functions
- People Planning & Job Analysis
- How to deal with surpluses and shortages
- Forming Job Analysis by Job Analysis Techniques
- Obtain Job Specifications to form Job Description
- Preparing to Manage Human Resources:
- Alternative Approaches to Managing Human Resources
- What Makes Employees Work – Employee motivations
- Non-Monetary motivations
- The People Manager as Part of a Complex System

December ٢٠٢٣

PHRM Preparing to Manage Human Resources University of Minnesota

Coursera

August ٢٠٢٢

ITT Teaching Training at NIES Schools
NIES Schools

September ٢٠٢١

Educational Diploma
Ain Shams University

March ٢٠٢٠

Foundation to Translation
American University In Cairo