## Salma El-Amir

### **GENERAL INFO:**

Full Name: Salma Attia Mahmoud mohamed El-Amir

Date of Birth: 11th of January 1999

**Nationality:** Egypt

Marital Status: Single

Location: Haram, Giza, Egypt

#### **EDUCATION:**

- Y·Y· graduated from faculty of commerce Cairo university Business administration
- HR Professional Diploma at EGYCHAM (HRCI Certificate SHRM Certificate) Running Courses
- Microsoft office Internet windows (ICDL Course)
- H.p.t course..Haigh performance training (leadership,copc,excel) From Xceed company

**LANGUAGES:** English (Spoken/written) – good - Arabic (mother tongue)

### **PROFESSIONAL EXPERIENCE:**

- Human Resources Generalist (HR Generalist) at DonaDony Till Now (Blue & White Collar)
- Ghabboure Auto Customer Service at G.B Auto

(From may Y.Y. To July Y.Y.).

- •The Arab Contractors Company (\ Month) Understanding Of Cost Accounting)training(.
- •I Trained In Shoubra El Khima Public Library (Data Entry Volunteer)
  For  $\Upsilon$  Month .
- •I Was A Coordination Member And Team Leader At Linkcu (Student Activitie At Cairo University).

#### **SKILLS:**

- People Management Skills
- Communication And Organization Skills
- Strategic Thinking
- Creative Thinking Skills
- Solving Organizational Problems

- Teamwork Skills
- Decision Making Skills Interests /Hobbies
- Discovering New Cultures

## Experience certificates:

- EgyCham Certification & HRCI Certification & SHRM Certification.
- Certification from the Arab Contractor company for completing an internship.
- Certification from (El balad) for completing the business administration course (\7th).

## CERTIFICATE

OF RECOGNITION

THIS CERTIFICATE IS PRESENTED TO

Salma (Attia

In consideration of the outstanding efforts and performance

SIGNATURE

Xceed

BEST
PERFORMER
2023

الغرفة المصرية لادارة الموارد البشرية





## CERTIFICATE

OF COMPLETION

IS PRESENTED TO:

## Salma Attia Mahmoud

For completing all the sessions and workshops of HR Professional Diploma

May To August 2024

العرقة المصرية لادارة الموارد الشرية Hagar Ahmed

> **Hagar Ahmed** TRAINING DIRECTOR

- SHRM — SHRM-CP | SHRM-SCP RECERTIFICATION 50 PDCs

Dr. Ahmed Elsayed CHAIRMAN

Activity ID: 24-CZVUW

[EGYCHAM] is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP®









This is to certify that

# Salma Attia Mahmoud

Has Successfully Completed All Requirements of

**HR Professional Diploma** 

From May To Agust 2024

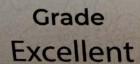
75 Training Hours

**Training Director** 

Hagar Ahmed

Chairman

Dr. Ahmed ElSayed





الغرفة المصرية لإدارة الموارد البشرية

# Certificate Of Completion Salma Attia Mahmoud

Hereby granted **60** HRCI Credit Hours (HR General)

for successfully completing all sessions and workshops of

HR Professional Diploma

May To August 2024





Trainer

Dr. Ahmed Elsayed

Activity ID: 660114

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