

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 :

- 2020 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 ٢٠٢٠ To July ٢٠٢٤).

- The Arab Contractors Company (١ Month) • Understanding Of Cost Accounting)training(.

- I Trained In Shoubra El Khima Public Library (Data Entry Volunteer)

For ٣ 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 (17th).

CERTIFICATE

OF RECOGNITION

THIS CERTIFICATE IS PRESENTED TO

Salma Attia

In consideration of the outstanding efforts
and performance

Wael M.

SIGNATURE

Xceed





CERTIFICATE

OF COMPLETION

IS PRESENTED TO :

Salma Attia Mahmoud

For completing all the sessions and workshops of
HR Professional Diploma
May To August 2024



Hagar Ahmed

Hagar Ahmed
TRAINING DIRECTOR



50 PDCs

Activity ID: 24-CZVUW

Dr. Ahmed

Dr. Ahmed Elsayed
CHAIRMAN



Certificate

OF EXCELLENCE

This is to certify that

Salma Attia Mahmoud

Has Successfully Completed All Requirements of

HR Professional Diploma

From May To August 2024

75 Training Hours



Grade
Excellent

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



Activity ID: 660114

Trainer

Dr. Ahmed Elsayed

"This Activity , ID No:63566, has been approved for "35 no of credit hours re-certification credit hours toward aPHR", aPHRI™, PHR™,PHRca™, SPHR™, GPHR™, PHRI™ and SPHRI™ re-certification through HR Certification Institute® (HRCI)."