

MAYNOUR MAGDY ABDELAZIZ ESMAIL

ELBETASH , ALAGMAY, ALEXANDRIA , EGYPT

MOBILE NUMBER : 01206217688

Mahymagdy404@gmail.com

Personal information :

- Date of birth : 19/10/2000
- Nationality : Egyptian
- Gender : Female
- Marital Status : Single

Certificates :

2025 Hr Specialist Diploma - EAAC Group for Training & Consultancy

- Covered recruitment , training , performance management topics
- Graduation Project : Designed a complete HR System for a school (job descriptions , organizational structure , HR policies , performance appraisal , PMs , and training plan)

2025 Hr Excel Diploma - EAAC Group for Training & Consultancy

- Training on using Excel for hr tasks including attendance , payroll , employee database , medical & social insurance , and Leave management
- Graduation Project : created a connected workbook that links all HR - related sheets (attendance , payroll , employee database , medical & social insurance , and leave management) in one integrated Excel system

Education :

2022 Bachelor`s Degree in Agricultural Engineering - Faculty of Agriculture , Alexandria University

2022 Graduation Project : Converting Rice Straw to Ethanol - Degree : Excellent

Training :

2021 Principles and basics of auto mechanics from VTEC

2021 Auto Mechanic training from Arab Contracting

Work Experience :

2024 - 2025 Pharmcy Assistant - Ramdan Pharmacies

- Prepared medication doses and assisted in organizing prescriptions.
- Sold pharmaceutical products and provided basic guidance to customers.
- Ensured proper storage and handling of medicines according to safety standards.

2023 - 2024 Customer Service Representative - Edutech Lab Company

- Provided customer support via chat for an international English training company.
- Assisted clients with inquiries about English courses and IELTS preparation.
- Handled communication through the company`s

2022 indoor Telesales Representative - Ego Elbarka Company

- Promoted and sold pharmaceutical products to customers.
- Maintained strong product knowledge to meet customer needs.
- Achieved monthly sales targets and maintained client satisfaction.

Computer Skills :

- MS Office package (word , excel , PowerPoint)
- Internet and email usage

Language Skills :

- Arabic : mother tongue
- English : good written , Reading , Speaking & Listening

Activities :

- Reading and Self- Development
- Traveling
- Learning New Skills in Human Resources