



Salma Mohamed Taha EL-Haggan

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OBJECTIVE

Seeking a job in a professional and dynamic organization where I have the chance to apply my skills and acquire knowledge along with the right tools to increase the present value of my organization and consequently myself .

EDUCATION & QUALIFICATION

- Master's degree accepted suggested proposal for thesis research in partial fulfillment of the requirements for a master of science in business administration (Human resources specialization).
- Pre-masters of MSc degree, 2010-2011.
- Bachelor Degree in Business administration, English section, Faculty of commerce Cairo University, (Very Good), 2009.

Teaching Courses:

- Legal and financial aspects in university (Faculty and leadership Development center 26/4/2014).
- Effective teaching skills (Faculty and Leadership Development center 21/12/2013).
- Managing Research Teams (Faculty and Leadership Development Center 16/04/2013).
- Quality Standards in Teaching (Faculty and Leadership Development Center 26/06/2012).
- International Publishing of Research (Faculty and Leadership Development Center 12/12/2011).
- Use of Technology in Teaching (Faculty and Leadership Development Center 12/07/2011).

JOB EXPERIENCE

➤ Faculty Of Commerce English Section, Cairo University

- **Duration** : May 2010 / present
- **Job title** : Teacher Assistant- Business Administration Department
- **Brief description of the main responsibilities :**
 - Lead discussion sections.
 - Teach undergraduate level courses.
 - Evaluate and grade assignments or papers and record grades.
 - Provide assistance to faculty professors.
 - Schedule and maintain regular office hours.
 - Notify instructors of problems with assignments.
 - Meet with supervisors to discuss student's grades.
 - Attend lectures given by the instructor whom assisting.
 - Supervision of exams.
 - Participating in recording students exam grades.

SUMMER TRAINING EXPERIENCE

- **Arab Investment Bank**
 - (July 2006 to August 2006)
- **AlQods for industry co.**
 - (July 2007)
 - (July 2008)

COURSES

- ✓ **General Italian course (From Level 1 to 3 – Italian Cultural Center) (2010)**
- ✓ **Computer – Microsoft office (ICDL – YAT education center) (2008)**

DIVERSE SKILLS

Languages Skills:

- ✓ **Arabic - Native language**
- ✓ **English - Very good command of both written and spoken**
- ✓ **Italian - Good**
- ✓ **Turkish – Good**

Computer knowledge:

Compatible usage of the following software:

✓ **Office documents:**

Excellent at Microsoft Word.

Excellent at Microsoft Excel.

Excellent at power point.

Excellent knowledge with internet applications and researches.

Very good knowledge with office tools.

PERSONAL STRENGTH

- ✓ Excellent team worker.
- ✓ Excellent communication skills.
- ✓ Ability to work under pressure.
- ✓ High challenging spirit.
- ✓ Ability to work in many projects simultaneously, with excellent efficiency

INTERESTS

- ✓ Playing speed ball
- ✓ Drawing

PERSONAL INFORMATION

Date of Birth : 24-July-87

Place of Birth : Egypt

Nationality : Egyptian

Marital status : Married

References are furnished upon request