

**Marina Kamal Ishaq Abd elsayed**

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**Objective:**

Motivated and eager to learn professional seeking to develop skills and gain practical experience. I am committed to continuous self-improvement and enhancing my capabilities to reach my full potential and contribute effectively to organizational success.

**Education information:**

Bachelor of Agriculture In food science department at **Benha University**, Egypt, 2020-2024.

Grade: Excellent 3.39.

**Experience:**

**HR Specialist – Recruitment & Talent Acquisition:**

Brooklyn Business School | November 2025 – Present

- Managed daily HR operations and administrative processes.
- Oversaw the full recruitment cycle, including job posting, screening, interviewing, hiring, and onboarding.
- Developed and implemented performance management systems and KPIs.
- Monitored employee performance and supported department heads in evaluations.
- Handled employee relations and resolved workplace issues professionally.
- Maintained employee records and ensured compliance with HR documentation and policies.
- Coordinated payroll processes and managed attendance tracking.

**Data Entry Specialist – Data Science:**

Saudi-Based Accounting Project | Jan 2025 – Oct 2025

- Accurately entered, updated, and maintained data related to computer systems and technical records.
- Reviewed and validated data to ensure accuracy, consistency, and completeness.
- Organized and managed digital files and databases in accordance with project standards.
- Collaborated effectively with the project team to meet deadlines and maintain quality requirements.

**Training & Internships:**

**Obour Land Internship** — July 4, 2023

- Trained on production lines and industrial processes, including equipment used in manufacturing.

**El Marwa Training** — July 15–20, 2023

- Gained experience in pickled vegetables and olives preparation.
- Followed production stages and conducted basic analysis processes.

**Happy Sweet (Kamara) Internship** — August 7–20, 2023

- Learned about continuous improvement and research & development to enhance production efficiency.
- Acquired knowledge of production line operations and equipment.

**National Foods Egypt Internship** — August 27 – September 7, 2023

- Performed laboratory tests (microbiological and chemical).
- Followed production lines and monitored shipping and loading processes.

**Egypt Foods Training** — September 9–14, 2023

- Received general training in laboratory work and production processes.

**Technical Skills:**

- Microsoft Office (Word, Excel, PowerPoint)
- Recruitment & Onboarding
- HR Operations & Attendance Management
- Payroll & HR Reporting
- HR Policies & Employee Relations

**Soft Skills:**

- Problem solving abilities
- Communication skills
- Co-operative
- Creative & Ambitious
- Able to manage multiple tasks

**Language:**

- Arabic: Native.
- English: V. Good.