

Yasmen Mohamed Ahmed

Date of birth: 20/10/2003 | 01152472444 | yasmenmohamedxx@gmail.com

| Nasr City, Cairo, Egypt

Objective

Human Resources Administrator at Spatium, developing and expanding my experience in HR operations, recruitment, and employee relations. Highly motivated to enhance my professional skills and prepare for higher positions in the Human Resources field while contributing to organizational growth and employee development.

Education

Bachelor of Arts (B.A.) in Languages – English Department

Ain Shams University — Graduation Year: 2025

Experience

Human Resources Administrator | Spatium

Oct 2025 - Present

- Handle daily HR operations, including attendance tracking, leave management, and employee records.
- Assist in the recruitment process: posting vacancies, screening CVs, scheduling interviews, and coordinating with candidates.
- Support onboarding and orientation processes for new hires to ensure smooth integration.
- Maintain and update employee files, databases, and HR documentation.
- Prepare HR letters, contracts, and administrative reports when required.
- Coordinate internal communication between management and staff regarding policies and procedures.
- Follow up on employee attendance, lateness, and disciplinary actions when needed.
- Participate in planning employee engagement activities and maintaining a positive work environment.
- Collaborate with department heads to support HR needs and ensure workflow efficiency.

English Teaching Assistant | A Plus English Academy

2021 - 2025

- Assisted in planning and delivering English lessons for various age groups and levels.
- Supported students during class activities and language practice sessions.
- Prepared teaching materials, worksheets, and visual aids.
- Helped monitor student progress and provided feedback.
- Managed and updated online learning platforms for students.

- Contributed to the academy's **Facebook page** and supported social media engagement.
- Maintained a positive and interactive classroom environment.

Certificates

- HR Diploma (HRCI Accredited) – Leaders for Consulting & Training. (01/2024)
- AI Applications for Human Resources Online Workshop – Leaders for Consulting & Training. (02/2026)

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Adobe Photoshop
- Advanced Excel (In progress)

Interpersonal Skills

- Communication
- Teamwork & Collaboration
- Organization & Planning
- Time Management
- Adaptability & Flexibility
- Problem-Solving
- Attention to Detail