

# Menna Adel Salem

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**Address:** Smouha – Alexandria.

## Objective

Pursuing a position that will enhance my skills, enrich my educational background and expand my career experience.

## Education

### **ENGLISH FOR SPECIFIC PURPOSE (ESP) MASTER | 2021- 2024**

- Executive master in English for specific purpose

### **HR DIPLOMA | 2013 | ARAB ACADEMY FOR SCIENCE, TECHNOLOGY & MARITIME TRANSPORT**

- Major: Human Resources
- Minor: Management

### **BACHELOR'S DEGREE AL ALSUN | 2011 | AIN SHAMS UNIVERSITY.**

- Major: Spanish
- Minor: English

### **FUTURES LANGUAGE SCHOOLS | 2007 | CAIRO.**

## Skills & Abilities

- Communication
- Negotiation
- Responsibility
- Committed
- Organization
- Team work

## Experience

### **HEAD OF TRAINING UNIT | ARAB INSTITUTE FOR LEADERSHIP DEVELOPMENT, AASMT | 2021- PRESENT**

- conducting training programs needed in the market
- cooperating with international entities
- Monitoring the progress of the training programs.

### **INTERNATIONAL COORDINATOR | ARAB INSTITUTE FOR LEADERSHIP DEVELOPMENT, AASMT | 2014-2021**

- Coordination with international institutes to make agreements and cooperation
- Organizing international events (workshops, seminars, conferences...etc.)
- Organizing status report for Executive master in leadership program
- Marketing programs in prestigious institutions and companies.

**ADMINISTRATIVE ASSISTANT | COLLEGE OF LANGUAGE AND COMMUNICATION,  
AASTMT | 2011-2014**

- Administrative assistance
- Meeting organization

**CUSTOMER SERVICE VODAFONE UK 2011**

- Aiding with inquiries.