



Samah Sayed Sayed

Job Readiness & Soft Skills Trainer and Career Coaching

01065046233 | trainersamahsayed@gmail.com | Ain Shams City.Cairo ,Egypt

[Website portfolio](#) [Linkedin.Profile](#)

Summary

Results-driven Employability and Soft Skills Trainer with 7+ years of experience in training delivery, career coaching, and recruitment. ISO-certified with a strong record of empowering 2,000+ participants with job readiness and career development skills. Expert in designing market-aligned training programs and contributing to women empowerment initiatives supporting female entrepreneurs.

Training & Facilitation Experience

- Digital Business Trainer | WIND Program** Feb 2026 – March 2026 
International labour organization (ILO) (Online)
 - Program Delivery: Facilitated the "Women in Digital Business" (WIND) curriculum, powered by the International Labour Organization (ILO) platforms.
 - Digital Empowerment: Guided female entrepreneurs through the official ILO digital modules to establish online stores and use AI tools for business.
 - Certification Management: Managed participant registration and progress tracking via the ILO official portal, ensuring all requirements for certification were met.
- Soft Skills Trainer | Youth Leaders Foundation (YLF)** Jan 2026 – Feb 2026 
"She Leads" Initiative (On-site)
Nova Company | In collaboration with NCW & UN Women
 - Entrepreneurship Readiness: Delivered soft skills training to empower technical school students as future entrepreneurs , Facilitated workshops on Communication, Negotiation, Problem-Solving, and Time Management.
 - Focused on building leadership and professional mindset for young women under the "She Leads" framework.
- Professional Development Trainer** May 2025 – Present 
BVU Academy (Online)
 - Conducted specialized sessions for trainers from the UAE and Saudi Arabia on building professional portfolios, crafting high-impact CVs, and optimizing LinkedIn profiles for career branding. Guided participants on mastering job interviews and delivering powerful training demos to excel in the competitive training market.

- **Career Readiness & Soft Skills Trainer**

Aug 2025- Sep 2025



Be Ready Initiative

(On-site)

- Delivered interactive training programs for students and fresh graduates at Ain Shams University, focusing on essential employability skills
- Implemented practical sessions on life skills and financial planning, providing participants with actionable tools for personal and professional development

Work Experience

- **Talent Acquisition & Training Specialist**

Aug 2018 – Dec 2025



The Network For Employment Promotion –NEP

(On-site)

- Participated as a trainer and recruitment officer in projects executed by the company in collaboration with ILO, GIZ, SANAD, WFP, and Skill4Trends, contributing to youth training programs and employment readiness initiatives, and participated in recruitment fairs and job matching events for each project.
- Concurrently practiced core daily responsibilities in training and recruitment at the office, ensuring ongoing talent acquisition, career coaching, and employability support for job seekers.
- Managed talent acquisition and recruitment processes, achieving 90% of monthly hiring targets for blue-collar and white-collar positions.
- Designed and delivered soft skills, employability, and career readiness training programs for job seekers.
- Conducted CV writing workshops, interview preparation sessions, and professional communication training.
- Monitored and evaluated training needs to ensure programs aligned with labor market demands. Trained over 2,000 participants, enhancing employment readiness, professional skills, and career development.

Education

- **Diplomain Business Administration (HR Management)** **2018**
Cairo University, Egypt
- **Bachelor's in Commerce (Accounting Department)** **2012**
Ain Shams University, Egypt

Courses & Certifications

- **Women in Digital Business (ToT)** **ILO & Microsoft 2025**
transformation, business digital presence, and enhancing online business
- **Training of Trainers (ToT) – ISO Certified** **B.V.U Academy 2025**
Gained practical experience in training design, instructional methods, interactive learning, and effective content delivery.
- **Human Resources Certified Professional Diploma** **SABA Academy 2024**
Comprehensive training in Recruitment & Selection, Training & Development, Performance Management, Compensation & Benefits, and Employee Relations.
Enhanced skills in applying HR best practices and aligning people strategies with business goals.
- **Employment Officer Certificate** **GIZ 2018**
Practical knowledge in HR functions, labor law, job matching, and organizing job fairs to support candidates' workforce readiness.

ADDITIONAL INFORMATION

- **Technical Skills:** Instructional design, Interactive learning, E-learning platforms, workshop facilitation, Candidate assessment and job matching
- **Languages:** English (Good)