



## • Contact

 Cairo, Giza

## • Skills


Wages and salary  Good


Pre-Employment Screening  Excellent

Benefits and compensation 

Good


Talent management  Excellent


Recruitment  Very Good

Training and mentoring  Very Good

Candidate Sourcing  Excellent

Training development  Very Good

Reading comprehension  Excellent

Organizational Development 



# Omnia Refaat Khater

Ambitious Human Resources Intern pursuing Excellent in hr different functions and trained to coordinate, execute and deliver HR programs related to recruitment, benefits, workers compensation and other HR projects and processes. Demonstrates solid analytical, problem-solving and presentation skills to foster excellent relationships and credibility at all levels of organization. Self-motivated, driven and displays initiative to prioritize tasks and handle numerous assignments simultaneously.

## • Work History

2020-12 –  
Current

### HR Intern ( Waadi group internship program)

Waadi Group, Cairo, Giza

- Helped with employee record keeping, including unemployment and I-9 forms to support compliance procedures.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment related events.
- Managed Medical insurance refunds documents and maintained permanent files.
- Took messages and provided information about company processes, hours and requirements.
- Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
- Coordinated implementation of people-related services, policies and programs through departmental staff.
- Oversaw all HR needs for 250 -employee operation across company locations.
- Assist on company policies structures.
- Assist in filling some positions with a hole recruitment cycle.

Good 2019-07

Communication skills  Excellent

2018-03 - 2019-06

Team and leadership skills  Very Good

2018-01 - 2018-03

Computer skills  Excellent

2017-03 - 2017-12

## • Languages

2015-12 - 2017-03

English  Excellent

Arabic  Excellent

## Recruitment Freelance

hire for waadi group,  
Challenge telesales, yical  
real state , Cairo, Giza  
Freelance Recruitment

## Sales Supervisor

Sawa, Cairo, Giza

## Public Relations Officer

MTI University , Cairo, Giza

## Senior Corporate Complain Management

Vodafone Egypt, Cairo, Giza  
Vodafone egypt

## SDSL Senior Account Management

Vodafone Egypt, Cairo, Giza

- Created plans and communicated deadlines to ensure projects were completed on time.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Used coordination and planning skills to achieve results according to schedule.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Handled day-to-day Customer bills issued with minimum 32k , ensuring high levels of productivity and progression.
- prioritization and great work ethic.
- Providing fixed internet connections to large industries and companies( economical, gov. Large corporate accounts)

## Customer Service Representative

Ecco Outsourcing Group, Cairo, Giza

## Corporate Customer Service Representative

Vodafone Egypt Staff, Cairo, Giza

- **Education**

2003-09 - El Orman Experimental Language School - Dokki  
2005-06

2005-09 - **Faculty of Commerce**  
2010-06 Cairo University

- **Certifications**

2021-02 Certified Professional HR management , Egycham  
Egypt - 60 Hours - Grade: Excellet

2021-03 Advanced Excel for HR at HCC

2011-03 Marketing professional certificate at American  
chamber of commerce in Egypt

- **Additional Information**

I can apply my working knowledge in a professional environment with an open capacity to expand my abilities and learning skills.

I have excellent communication skills and great knowledge about HR field mainly recruitment & selection, Organization development, wags and taxes, policies & procedures, training and development analysis, recruitment evaluation, job evaluation and salary scale calculations.

- **Personal data**

Marital status: Married

- **References**

References available upon request.