



Name: Ayatoallah El-Sayed Ahmed Mohamedy

Address: 112 El-Trolli st., El-Masala -Ainshams

Objectives

I am seeking for JR HR Generalist or SR Recruitment Specialist as position at a reputable organization which helps me to gain more experience related to other HR functions and acquire more skills.

Education

- BSC of Science, Geology department – Helwan University 2009.
- Master degree of Geology at Helwan University 2016.
- Preparing PHD in Geology at AinShams University till present.

Experience

- Recruitment Specialist at Qsource Outsourcing Company from December 3rd 2018 till present.

Job Description

- Create Ads for open vacancies on company's page and social media
- Update job descriptions and requirements regarding clients' needs.
- Source potential candidates from social media and websites (e.g. Facebook, LinkedIn and Wuzzuf)
- filtering the recruiting email to attract passive candidates

- Screen incoming resumes and application forms
- Make Interviews for selected candidates (via phone, online and in-person).
- Make a schedule for interviews' meetings.
- Send the schedule and the location to the candidates via what's app or email.
- Prepare and distribute assignments for instance, IQ and Technical tests.
- Make shortlists of qualified candidates.
- Communicate with the client via email or phone.
- Send job offer emails to accepted candidates and answer queries about benefits.
- Send NHDF to HR Manager and operation team.
- Make reports clarify the progress on assigned job vacancies and provide the feedback regarding each candidate daily or weekly.
- Act as line manager and provide guidance and support to new recruiters.

Courses

- Labor Law and Social insurance at EgyCham – In Progress
- Advanced HR Diploma at EgyCham – In Progress
- Human Resources Management Diploma at EgyCham (35 hours) - Accredited by AinShams University and HRCI.
- Business English.
- Communication Skills (6 hours)
- Email Etiquettes (6 hours)
- English Course at English Capsules – level 9
- ICDL

Skills

Computer Skills

- MS. Office (Word, Excel, PowerPoint, Teams, Outlook)
- Internet

Language skills

- Arabic: Native
- English: V.Good

Personal Skills

- Hard worker.
- Work under stress.
- Ambitious, Patient and Organized.
- Flexible and Fast learner.
- Able to learn new tasks and technology.
- Team work.
- Good Communication Skills.

Personal Information

- Birth Date: March 27th 1989.
- Marital Status: Single.

References are ready upon request

Last Update: April 1st 2021