

Abdulrahim Mohammed Abdulrahim

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Summary:

I am an experienced HR professional with six years of expertise in Economic and Social Sciences and Human Resource Management. I have successfully recruited and managed over 1400 individuals across Egypt and the Middle East, excelling in talent acquisition, capacity development, and performance management. I streamlined HR management practices by implementing a performance evaluation system, improving employee satisfaction scores among 500+ team members, while fostering a culture of continuous development and feedback. I also championed recruitment strategies that placed over 1400 candidates within diverse sectors, enhancing talent acquisition processes through innovative outreach initiatives and targeted social media campaigns.

Work Experience:

Human Resource Manager, Peace Climate Organization

January 2024 – Present.

- Directed recruitment and selection processes, hiring over 150 new employees in the first six months.
- Enhanced business performance through talent development and engagement, reducing employee turnover by 20%.
- Implemented HR strategies and procedures, increasing employee productivity by 15%.
- Cultivated a positive work environment and supervised performance appraisals, achieving a 90% employee satisfaction rate.

Human Resources Specialist, School Business on AUC, Egypt

February 2023– Present.

- Supported business needs through human capital development, improving overall performance by 10%.
- Developed and monitored HR strategies, systems, and procedures, achieving notable operational efficiency.

Human Resources Recruiter, Almantor

Remote, May 2022 – April 2023.

- Crafted and updated job descriptions for over 100 positions.
- Sourced candidates via online platforms, expanding the talent pool by 40%.
- Conducted candidate screenings and interviews, successfully placing 75 candidates.

Car Sales Representative, Alexandria Showroom

October 2021 – October 2023.

- Assisted customers in vehicle purchases, increasing sales by 30%.
- Built and maintained positive customer relationships, resulting in a 25% increase in repeat business.

Career Development Specialist, Technology Transfer and Entrepreneurship Unit, Sohag University

November 2022 – December 2023.

- Guided over 200 individuals in career path selection, improving job placement rates by 40%.
- Conducted assessment tests for 150 clients, identifying key skills and strengths.
- Assisted clients in finding academic or vocational training programs, increasing enrollment by 35%.
- Taught resume writing, job searching, and interview skills, leading to a 50% increase in successful job applications.

Human Resources Personnel Specialist

September 2020 – March 2021.

- Led recruitment and staffing processes, successfully hiring 30 employees.
- Developed job descriptions, posted openings, and screened candidates, reducing time-to-hire by 25%.

Education:

Sohag University, Faculty of Agriculture.

Department: Economic and Social Sciences.

- Graduation Year: 2024.

Courses

- LinkedIn Mastery: The Ultimate Guide to career & personal branding July 2024.
- Mini MBA in Human Resource Management, Udemy, January 2024.
- Preparing to Manage Human Resources, University of Minnesota, Coursera, December 2023.
- Learning and Development, HRCI, Coursera, March 2024.
- Interview Skills, Edraak, June 2023.
- Train-the-Trainer (TOT) Program, Edraak, March 2023.
- Six Steps to Success, Edraak, March 2023.
- Introduction to Human Resources Management, Edraak, April 2023.
- Human Resources Diploma, HICI, March 2023.

- Personal Branding and Marketing, Tero Courses, July 2023.
 - Elements of AI, MinnaLearn, May 2023.
 - Basics of Digital Marketing, Google, Coursera, July 2023.
 - Social Entrepreneurship, HP LIFE Courses, June 2023.
 - HRM-HRD, T.P.C Academy, January - February 2022.
 - International Computer Driving License (ICDL), Edraak, July 2020.
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Skills:

Soft Skills:

- Effective communication.
- Decision making.
- Planning.
- Creative thinking.
- Team collaboration.
- Data handling.
- Training and development.

Computer Skills:

- Windows, Internet: Excellent.
 - MS Word, MS PowerPoint: Excellent.
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Volunteer Activities

- Mentor, New Career, July 2023.
 - Volunteer in Human Development, Suhag Governorate, February 2023 – May 2024.
 - Development Officer, Zain HR Company, March 2023 - August 2023.
 - Volunteer, OWN Suhag, June 2022 – June 2023.
 - Volunteer, Resale Suhag, June 2022 – June 2023.
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Languages

- Arabic : Mother tongue.
 - English: B2 in both written and spoken
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Awards

- Best and Youngest Manager, TAPMI, May 2024
 - Governance Award for Sustainable Development, 2023
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Lectures and Training Conducted

Instructor, Human Resource Management Seminar, ShbabPRO Virtual Platform

- Conducted a seminar on "Human Resource Management" (March 14 and 21, 2024).
- Organized by the Global Organization for Community Advancement (GLOCA).
- Recognized for outstanding participation and valuable contributions.