

# Kariman Farid

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Nozha, Cairo, Egypt.

## EDUCATION

### AIN SHAMS UNIVERSITY

Faculty of Alsun , Turkish department.

oct 2023 - Present

## PROFESSIONAL EXPERIENCE

### HR Account Manager

### EMALA HR

Jun 2024 - october 2024

- Build strong relationships with clients by understanding their goals and addressing HR needs.
- Deliver HR services, including recruitment, onboarding, payroll, and benefits administration.
- Manage timesheets, payroll records, vacation requests, bonuses, and salary adjustments.
- Collaborate with department heads to set hiring priorities and develop recruitment strategies.
- Source diverse candidates using job boards, databases, social media, and outreach.
- Review resumes, conduct interviews, and shortlist candidates based on job requirements.
- Ensure a positive candidate experience throughout the hiring process.
- Extend job offers, negotiate terms, and ensure compliance with labor laws.
- Facilitate onboarding for new hires and manage offboarding for exiting employees.
- Use applicant tracking systems to monitor recruitment and provide updates.

### Event Coordinator

Present

- Recruit, train, and schedule ushers for various events.
- Ensure usher staff are briefed, uniformed, and punctual.
- Liaise with event organizers to understand staffing needs and requirements.
- Monitor and evaluate usher performance and maintain high standards of service.
- Provide on-site supervision during events to ensure smooth operations.
- Handle last-minute staffing changes or absences professionally.
- Maintain an updated database of usher staff, availability, and performance history.
- Collect and process timesheets and coordinate with HR or payroll.

### Recruitment specialist

### New Future Co.

April - June 2023

- Collaborate with hiring managers to identify staffing needs, develop job descriptions, and create recruitment strategies.
- Source candidates via LinkedIn, job boards, networks, and referrals, building a talent pipeline.
- Review resumes, shortlist candidates, and assess qualifications for interviews.
- Maintain communication with candidates, provide feedback, and clarify employment terms.
- Report recruitment activities, pipelines, and results to senior management.
- Stay updated on recruitment trends and tools to improve efficiency and candidate quality.

**Talent Sourcer****New Future Co.****Nov 2021 - Feb 2022**

- Identify potential candidates through LinkedIn, job boards, networks, and social media while building long-term relationships.
  - Create and maintain a pipeline of high-quality candidates using market research and advanced sourcing techniques.
  - Conduct initial screenings to evaluate candidates' skills, qualifications, and cultural fit.
  - Collaborate with recruiters and hiring managers to understand hiring needs and ensure alignment.
  - Engage candidates and deliver a positive candidate experience with clear communication.
  - Utilize AI tools and applicant tracking systems to track candidate progress and analyze sourcing metrics.
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**INTERNSHIPS****IGV ( Incoming Global Volunteers)****Member****AIESEC Egypt****Jan 2025 - Aug 2025**

- Making IR (International Relations) calls with all AIESEC'S around the whole world to build partnerships for exchange projects
  - Align on project details, standards, and expectations
  - Share opportunities and match Exchange Participants (EPs) with projects.
  - Handle incoming applications, maintain accurate EP data in the CRM system, and ensure timely follow-ups
  - Ensure that every EP receives a professional and supportive experience during the consideration stage.
  - Provide weekly updates to the Team Leader on progress, challenges, and overall performance.
  - Improve communication, negotiation, and cultural intelligence skills.
  - Gain hands-on experience in customer relationship management.
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**OCVP MARKETING****AIESEC Egypt****Present**

- responsible for leading the marketing strategies of the OC Campus team.
- main focus is to ensure strong brand presence, effective communication of campaigns, and high engagement from students to drive sign-ups and participation in all BXP initiatives.
- Develop and implement a marketing plan for campus campaigns and events in alignment with BXP function goals.
- Lead and guide the OC Teamsters in executing marketing activities on campus (booths, posters, flyers, activations, etc.)
- Create engaging content and ensure AIESEC brand guidelines are followed across all channels.
- Collaborate with the OC Coach to ensure that marketing efforts are aligned with the campaign objectives.
- Manage the promotion of SU opportunities, campaigns, and events to maximize reach and conversions.
- Ensure smooth onboarding for accepted members.
- Coordinate logistics for recruitment events.

**Member**

- Take responsibility for tracking assigned eps, ensuring their needs are met, and they have a positive experience.
  - Update ep profiles with relevant details, ensuring accuracy in tracking.
  - maintain regular contact with eps starting 10 days before their arrival to ensure all necessary information is shared.
  - organize a minimum of one weekly touch point with each ep throughout their experience.
  - ensure the middle alignment space is filled out in collaboration with the rns team at the midpoint of each ep's experience and the end alignment space is completed with the rns team during the final week of each ep's experience.
  - respond to any issues or concerns raised by eps promptly, offering solutions or assistance where necessary.
  - confirm accommodation details with eps and accommodation providers.
  - responsible for outings and trips
  - making testimonial videos for the eps to promote our pages
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- Screening calls
  - Conducting interviews
  - Updating Recruitment tool on daily basis
  - Presence in group discussion days
  - Reporting to OCVP
  - Assist in organizing info sessions, assessment centers, and interviews.
  - Communicate with applicants and answer their questions.
  - Ensure smooth onboarding for accepted members.
  - Coordinate logistics for recruitment events.
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**SKILLS AND QUALIFICATIONS**

- Expert in GCC region.
  - Proficient in recruitment, employee relations, performance management, and payroll.
  - Ability to create and execute HR strategies aligned with organizational goals especially in international contexts.
  - Strong in understanding client needs and providing tailored HR solutions
  - Capable of leading and mentoring HR teams
  - Strong ability to make strategic decisions in dynamic environments and in fast-paced industries.
  - Excellent at managing multiple client accounts and HR tasks simultaneously.
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**LANGUAGES**

- Arabic: Native
- English: Fluent
- Turkish: Good
- Italian: Intermediate