

Manar Ghoniem

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## **Additional information**

- Birth : 11 August 1998
- Nationality : Egyptian
- Marital status : Single

## **Objective**

- A motivated and assertive person searching for opportunities to work in a professional organization that provide me with limitless learning development and aligns with my goal to increase my capability in succeeding in a multinational environment.

## **Education**

- Faculty of law - Cairo University ( 2016 – 2020 ) Degree: Good

## **Experiences**

August 2025 \_ Present

### **Recruitment Specialist- Egyptian pearls**

- Managing the full recruitment cycle including job posting, CV screening, and scheduling interviews.
- Hiring for both **blue-collar** and **white-collar** positions across different departments.
- Coordinating with hiring managers to identify staffing needs and role requirements.
- Conducting initial phone and in-person interviews with candidates.
- Sourcing candidates through job boards, LinkedIn, and other professional networks.
- Maintaining and updating the applicant database and recruitment trackers.
- Preparing job offers and supporting the onboarding process.
- Ensuring a positive candidate experience throughout the hiring process.

January 2025 \_ August 2025

### **Human Resources Generalist - Haram Group**

- Use HR software to manage payroll and employee benefits, including bonuses, leaves, and conduct absences administration
- Organize hard and soft copies of employee records
- Process documentation and prepare reports relating to performance evaluations
- Coordinate employee satisfaction surveys and give actionable insights to improve employees' experience
- Support employees with efficient problem-solving when any human resources issues arise
- Communicate with public services when needed
- Reinforce the company policies, rules, and procedures to ensure employees' safety
- Oversee employee labor and HR federal laws and regulations to ensure compliance
- Review and select resumes during hiring processes and update database
- Assist in the coordination of staffing and recruitment processes
- Plan onboarding strategies and perform new employees orientation to deliver an exceptional early experience
- Recommend and develop employee relations practices to foster a positive employeremployee relations

September 2023– December 2024

▪ **Human Resources specialist – Linrco Egypt**

- Preparing and presenting contracts to new employees
- Managing and updating existing contracts for employees
- Ensuring compliance with relevant laws and regulations □ Handling any issues or queries related to contracts □ Update records to accommodate new hires.
- Write reports on HR department activities.
- Coordinate with other HR professionals.

April 2022 –August 2023

▪ **Human Resources coordinator – Sipes Egypt**

- Create annual training plans.
- Execute and coordinate corporate training programs by contacting training providers, managing budget, logistics and catering.
- Create, design and develop training materials and deliver internal soft skills. □ Deliver effective induction programs to familiarize employees with the company's culture, benefits, and policies.
- Establish & update organization chart and job description.
- Handle the performance appraisal process.
- Formulate and design policies and procedures and translate them from Arabic to English and vice versa.
- Handle all recruitment process from the beginning to the end.
- Handle the company's employment fair.
- Respond to all business trips' requests including applying for the visa, booking hotels & air plane tickets.
- Manage Medical Insurance Program

**Development**

July 2024

- Human Resources diploma at AUC

May 2022

- ICDL course at Microsoft Egypt.

January 2022

- Human Resources diploma at Egyptian Ministry of Foreign Affairs.

June 2020

- Trained online at Banque Misr

## **Skills**

### **Language skills:**

- Arabic ( Mother tongue)
- English ( Excellent speaking and writing )
- French ( Advanced )

### **Excellent computer skills:**

- MS Office ( Word, Excel, PowerPoint ,Access )
- Google Drive ( Docs, Sheets, Slides, Forms )
- Email ( Gmail, Outlook )
- Presentations/Slideshows ( PowerPoint, Canva )

### **Personal skills:**

- Leadership, communication & management skills Presentation skills
- Ability to learn new knowledge on my own
- Planning, reporting & controlling skills
- Strong analytical & problem-solving skills.
- Negotiating & Persuading Skills ☐ Flexibility and adaption.
- Interpretation