

Radwa Mohamed Salama

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EDUCATION

Bachelor's Degree in Business Administration – International Business (English Stream)
Sadat Academy for management sciences | May 2022

CERTIFICATION

Human Resources Diploma | leaders for consulting & training March 25 – September 25

Completing an HR Diploma at Leaders Training Center, covering key areas such as talent acquisition, personnel management, labor law, and performance evaluation. Building a strong foundation in practical and strategic human resources functions.

Practical English diploma | X Business for training and consulting Aug 24 – Apr 25
Recently completed a Business English Diploma with a C1 grade, enhancing my ability to work effectively in international and professional environments

PROFESSIONAL EXPERIENCE

Human Resource coordinator & Recruiter | Hive Analytics Aug 24 – Present

- **Job Posting & Screening:** Posted job listings across multiple platforms and managed the initial screening of applications to ensure alignment with role requirements.
- **Interview Coordination:** Scheduled interviews and confirmed dates with department managers, ensuring a smooth recruitment process.
- **Candidate Communication:** Handled all communication with candidates throughout the hiring process, maintaining a professional and timely flow of information.
- **Employer Branding:** Supported the development and execution of employer branding activities, including creating engaging social media content and promoting company culture to attract top talent.
- **HR Records Management:** Maintained and regularly updated employee records, including salary sheets, contact information, and personal files.
- **Internal Communication:** Managed the distribution of essential HR communications such as HR decisions, end-of-probation updates, and general HR correspondence.
- **Event Planning:** Organized and coordinated internal events, team outings, and seasonal celebrations to enhance employee engagement and workplace culture.
- **Performance Management & KPIs:** Monitored employee evaluation cycles, ensured timely feedback collection, and developed performance KPIs for employees and managers to align with business objectives.

Talent Acquisition | Og Bees subsidiary of Hive Analytics Aug 25 – Present

- Manage full recruitment cycle: from requisition to offer, negotiation, and onboarding.
- Coordinate and schedule interviews with hiring managers.
- Develop job descriptions, selection criteria, and interview frameworks.
- Track Creative team KPIs.
- Ensure compliance with labor law and company policies.

Freelance Recruitment Specialist | Brand Treasure - Real Estate

Mar 24 – Present

- Sourced, screened, and shortlisted qualified candidates through online platforms.
- Conducted initial phone and video interviews to assess candidates' qualifications and cultural fit.
- Scheduled interviews, coordinated with internal teams, and ensured a smooth candidate experience.
- Maintained an organized candidate database and provided regular updates on hiring progress.
- Contributed to building a talent pipeline for future hiring needs in sales and property management

Human Resource Personnel | El Kenany group for Industry and Investment

Dec 23 – Aug 24

- **Employee Documentation Management:** Ensure the proper documentation for new hires and existing staff, including contracts, personal details.
- **Social Insurance & Compliance:** Manage employee social insurance processes, ensuring timely submission of required documentation and compliance with local labor regulations.
- **Clearance & Offboarding Procedures:** Oversee clearance processes for employees during onboarding and offboarding, ensuring a smooth transition and compliance with company policies.
- **Employee Database & Records Management:** Regularly update and maintain the employee database, ensuring accurate and up-to-date records in compliance with organizational policies.
- **HR Operations & Organizational Efficiency:** Support the efficient functioning of HR processes through attention to detail, ensuring adherence to company policies and regulations.

INTERNSHIPS

Human Resource Intern
TRAINNOVATION International group

June 2022 - Sep 2022

Human Resource Intern
SUEZ OIL COMPANY (SUCO)

July 2023 – August 2023

LANGUAGES

- Fluent in written and spoken English and Arabic

TECHNICAL SKILLS

- Microsoft Office: Word, Excel, PowerPoint
- Next HR Solutions system
- ATS & Recruitment Platforms (LinkedIn, Bayt, Wuzzuf, Forasna)

