



# Sherouk Mohammed Ibrahim

## Objective

I aim to attain an engaging position to begin my career in a high-level professional environment where my education can be applied professionally.

## Education

### El Shorouk Academy

Bachelor degree of Management Information System . | 2016 - 2020  
Grade: Very Good with honors

### Arab Academy for Science Technology & Martin Transport (AAST)

Advanced HR diploma | January 2021 - June 2021

### Masters of business administration (MBA)

Helwan University | 2022 - 2025

## Work Experience

### Recruitment Specialist at Mcon for tourism investment (F&B) / July 2024 - Present

- Create and publish job ads in various portals.
- Network with potential hires through professional groups on social media and during events.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidates in-person for a wide range of roles (junior, senior and executive).
- Follow up with candidates throughout the hiring process. including time-to-hire, time-to-fill, and source of hire.
- Maintain a database of potential candidates for future job openings.

### Recruitment Specialist at K Group | April 2023- July 2024

- Design, distribute and measure the results of candidate experience surveys.
- Reports on quarterly and annual hiring plans.
- Reports on hiring progress weekly and monthly.
- Collaborate with Human Resources Manager to set qualification criteria for future employees.

### Recruitment Specialist at Pushie Creative Studio | November 2022 - April 2023

- Create and publish job ads in various portals.
- Network with potential hires through professional groups on social media and during events.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidates in-person for a wide range of roles (junior, senior and executive).
- Follow up with candidates throughout the hiring process.

## CONTACT ME AT

### Mobile:

01100144313

### Email:

Sheroukk87@gmail.com

### LinkedIn Account:

<http://linkedin.com/in/sheroukk-mohamed-a659491b8>

**Academic Coordinator and Stages Deputy | August 2021 - September 2022**

- Develop and manage comprehensive academic support program.
- Prepare and maintain student records according to district policies and administrative regulations.
- Assist in updating lesson content and instruction methodology.
- Provide support and guidance to academic trainees.
- Monitoring student progress and making appropriate adjustments to ensure academic success.
- Creating and updating student records, including course schedules and class rosters.
- Reviewing course syllabi to ensure that they are aligned with departmental objectives.
- Responsible for planning and organizing new events.
- Create, prepare, and deliver reports to various departments.
- Develop and maintain a filing system.
- Plan meetings and take detailed minutes.
- Receive and forward communications to different staff and departments.
- Provide assistance to staff, managers, and senior-level officers as needed.

---

**ICT teacher and Admin Assistant | September 2020 -August 2021**

- Creating and distributing educational content.
- Plan and execute educational in-class and outdoor activities and events.
- Provide individualized instruction to each student by promoting interactive learning.
- Develop curriculum to meet developmental goals and instructional activities.
- Exercise open and respectful communication with families, co-workers, supervisors, and other school staff.

---

## **Skills & Abilities**

- Computer skills.
- Strong communication skills.
- Fast learning.
- Ability to organize and manage time.
- Self-motivated.
- Flexible and open to change.
- Problem Solving.
- Ability to organize & make decision.

---

## **Language skills**

**English:**

Very Good

**Arabic:**

Mother tongue