

Omar Sherif Elshafey (HR Recruiter)

E-mail: omarsherifshafey@gmail.com
Mobile: +20 106 585 4734

Address: Rehab city, New Cairo, Egypt
Date of birth: Sept 16th 1998

Professional Summary:

- HR recruiter with 3+ years of experience in professional environments. Skilled in managing full recruitment cycle, employer branding and Candidate Pipeline. Proven track record of talent acquisition while ensuring a positive candidate experience and aligning hiring practices with organizational goals.

Education Background:

- Bachelor's Degree in **Business Administration - Human Resources (HR) major (2021)**
- University: **British University in Egypt (BUE) + London South Bank University (LSBU) (UK)**

HR Employment History:

- **BalancED Education co. (New Generation & Asten college) - HR Recruiter (Aug 2024 - present)**
Responsible for sourcing, screening, contacting, interviewing, and hiring qualified teaching and non-teaching staff. Reduced teachers' turn-over by 25%. Hired more than 80% of staff (50+ hired candidates) for both schools (American & British curriculums) in 1 year, while ensuring smooth onboarding and compliance with school policies, entity's global culture & values.
- **Majid Al-Futtaim (Human Capital coordinator) (Oct 2022 – April 2023)**
Supported talent management by coordinating & developing recruitment procedure, employee relations, training, and HR processes to enhance workforce efficiency and organizational growth.

HR Internship:

- **Hassan Allam Holding – HR internship (July 2022 – Sept 2022)**
Implemented & developed daily HR tasks such as full recruitment cycle, onboarding, employee life-cycle, employee data management, workforce planning, and hiring-manager collaboration, while learning practical skills in HR operations, compliance, and talent management during the summer program.
- **El-Massalla co. (EMICA) – HR internship (July 2019 – Sept 2019)**
Implemented practical training within HR department through all HR activities.

Other Employment:

- **Real Estate:**
Coldwell Banker - AQARPEDIA - The Address Investments (Sales Advisor) (**May 2023 – July 2024**)
- **ARB call facilities Inc.** - Loan officer (**Jan 2022 – June 2022**).

Key Skills:

- Interviewing & negotiation skills
- Adaptability & Cross-culture skills
- Communication & interpersonal skills
- Time management & multi-task skills
- Background & capabilities for using ATS, HR analytics and recruitment metrics.

Language Skills:

English: Fluent - Arabic: Mother tongue.

Certificates:

- **ISSA (Certified personal trainer) (Oct 2021 - Sept 2022)**

Social life:

- Member in Heliopolis sporting club (HSC) & El-Rehab club.