

FARHA ASHRAF EBRAHIM ALI

<https://www.linkedin.com/in/farha-ashraf-1541361ba/>

Birthdate: 3/3/2002

OBJECTIVE

I'm a passionate HR seeking for gaining more experience in various HR practices especially in recruitment (Talent Acquisition) for contributing my skills and enthusiasm in applying employer branding/retention concepts inside any type of organization.

EXPERIENCE

Talent Acquisition Specialist
2024-Present

“Eco Tech”

Responsible for Full Recruitment Cycle

- Posting On LinkedIn & other social media platforms “Sourcing”
- After sourcing , I filter out the CVs /Applications
- Screen calling candidates according to specific criteria (CBI)
- Respinsible for coordination by Scheduling timings with different managers/Departments & Conduct HR Interviews
- Reporting to the HR Head & Technical Manager but mostly I report to the technical manager by the shortlisted candidates immediately .
- Responsible for Onboarding with new hires
- Responsible for employee retention by applying OD Strategies within business strategy and reward management for employee satisfaction

Other Tasks in Eco tech

- Writing JDs to the whole company's Positions even blue collars
- Research tasks
- Created an Employee Handbook for company's policies/Employees
- Develop Employee Benefits Programs such as wellness programs / additional holidays
- Worked on contracts in (Egypt / KSA / KUWAIT)
- Entered data for salaries/Bank Accounts on Odoo system
- Calculated raises and applied promotions
- Created Holiday Agendas for Egypt/Kuwait
- Created technical assessment forms



CONTACT

MOBILE NUMBER : 01002586747

Email : farha.ashraff222@gmail.com

LOCATION

Egypt,Cairo,Shorouk City

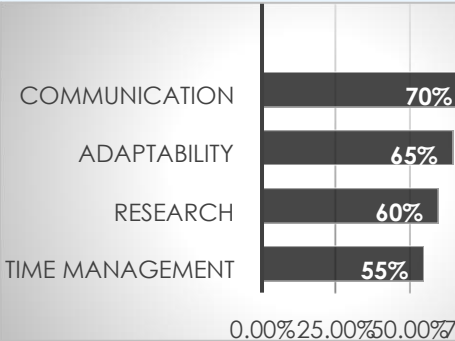
EDUCATION

Future LANGUAGE School
(2017-2020)

British university in Egypt ,
faculty of business
administration , HR Major

2021-2024 (Fresh graduate)

SKILLS



Freelance HR recruiter:

- In **HMG** engineering consulting firm I
2024: I got trained as recruiter in talent acquisition team
- In Mostaqbal Company for imports and exports
In **Congineers** for ERP SYSTEMS

HR Intern 2022/2023

“ Giza Systems”

-I have screened CVs , stated payments for interns , I Attended some interviews and provided feedback to the mentors as required.

Academic Projects and Courses in BUE

Courses: HRM, Employee Relations , Compensation and Benefits , Special topics in HRM , Strategic HRM and Human Resources development .

Certifications/Courses

- I took SAP Training in HCM & Project Management (SAP Certified)
- LSBU (London south bank Uni) Certified
- OKR institute Foundational Course Certified
- HR Workshop in employability skills
- English Conversational Course

LANGUAGES

- Arabic (Native/ Mother tongue)
- English fluency (B2/Upper intermediate)

Other Uni skills/Activities

- Regarding student activities, I've joined the MUN
- I was one of the top students for 2 years respectively and one of the top students in my major as well.
- Highly engaged inside the lectures.