

# Taghreed Mohammed Omar

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## Career Objective

A highly motivated fresh graduated to be part of Human resources force in a reputable Organization , utilizing my strong communication , organization skills and multitasking ability to help creating high performing teams and achieving organization goals.

## Education

**Bachelor of Business, Ain-shams University**

**2019-2023**

**Major:** Accounting

**Grade :** very good

## Work experience

**HR Recruiter , AL-Arabi Recruitment Agency**

Feb 2025 till now

- Developed and posted effective job ads across various platforms to attract qualified candidates.
- Screened and shortlisted CVs to identify the most suitable applicants.
- Matched candidates with appropriate roles based on skills and experience.
- Communicated with candidates to arrange and confirm interviews.
- Coordinated between candidates and employers to ensure a professional and efficient hiring process

**HR Recruiter , The Hires Lab Company**

May 2024 to Jan 2025

- Search for Job seekers on sites and social media
- Write and share job ads
- Select suitable applicants and schedule the interview

**Sales , Nucary French Company**

Feb to Nov 2023

- Dealing with customers, find and content potential customer
- Answer questions about products ,price and availability
- Create posts and stories to reach sales target

## Trainee

➤ Banque misr Internship training

Oct 2023

➤ CIB (Financial inclusion summer Training program )Online

July 2023

## Courses

➤ English course , SYE Center

Jan to May 2024

➤ Construction companies Accounting course , Ain-shams University

Aug 2023

➤ Human resources course , Ain –shams University

April 2023

➤ Commercial Excel online (self study)

Feb 2023

### **Extracurricular Activities**

- Member at Alpha Ain Shams student club 2023
- Organizer, Egypt career summit (EUC) 2021
- Coordination member, for Egypt central Family , Ain – shams University 2019

### **Personal skills**

- Flexibility
- conflict management
- Time managemen
- Adaptability
- Committed

### **Language skills**

**Arabic** : Native

**English** : intermediate

### **Computers kills**

- very good in Microsoft word , Excel , and PowerPoint.