

# Rokiya Ezeldin

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## PROFESSIONAL SUMMARY

Dedicated Talent Acquisition Specialist with strong experience in recruitment, employee relations, and HR operations.

Skilled in fostering positive work environments and aligning HR practices with organizational goals.

Proven expertise in the IT sector with a strong legal educational background.

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## EDUCATION & CERTIFICATIONS:

**Bachelor of Laws**

**AUC Integrated Talent Management Certificate** (in progress).

**AUC Career Certificate.**

**AUC Foundation Certificate.**

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## PROFESSIONAL EXPERIENCE

**Talent Acquisition Specialist** **2023: Present**

**TOPTECH Egypt**

- Managed end-to-end recruitment processes, including sourcing, screening, and onboarding.
- Supported the implementation of HR strategies and initiatives aligned with business objectives.
- Create JD for new positions to support the company's needs.
- Collaborate with the marketing department for internal designs.
- Arrange activities to improve the work environment.

**HR Coordinator** **2022: 2023**

**TOPTECH Egypt**

- recruitment process: -
  - Search for CVs, Screen CVs, and Arrange interviews.
  - Add the new employees to SAP successful factors.
  - Handled employee relations, ensuring compliance with labor laws and company policies.
  - Collaborate with the marketing department for internal designs.
  - Arrange activities to improve the work environment.
  - Communicate with travel agency for the company business trips.
  - Communicate with printing companies to meet our company's needs.
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