

Joyce Gamal George

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Career Objective:

Recruitment Coordinator with proven experience in the full-cycle recruitment and talent acquisition activities. Strong background in creating job postings, shortlisting candidates, interviewing, and maintaining recruitment databases. Ensuring a professional and seamless recruitment process. Fast learner with excellent communication and multitasking skills, dedicated to delivering high-quality HR support and contributing to organizational growth.

Education:

- Professional Diploma in Human Resources Management at AAST. 2024-2025
- Bachelor degree in Commerce, Business Administration, English Section 2017-2021
- Ramses College for girls. 2003-2017

Work Experience:

- **Top Business – Recruitment Coordinator 9/2024 – Present.**

- Create and post job openings on various job boards, career websites, and social media. Ensure all job descriptions are accurate and aligned with client or internal requirements.
- Source candidates through multiple channels, including job boards, social media, and networking.
- Conduct resume screening, interviews, and assessments to select the best-fit candidates.
- Provide timely updates and feedback to candidates, maintaining a positive candidate experience.
- Track and analyze recruitment metrics to continuously improve hiring strategies and outcomes.
- Maintain accurate and up-to-date candidate records throughout the recruitment process. Focus on optimizing recruitment processes for increased efficiency and higher-quality hires.
- Foster strong relationships with candidates to enhance employer brand and ensure successful onboarding.

- **National Bank of Kuwait – Sales Personal Loans 7/2022 – 9/2024**

- **Suez Canal Life Insurance – Sales Representative 12/2021 - 6/2022**

Training and Courses:

Training:

- Public Relation Trainee at Egypt Air 2019
- Marketing Trainee at Egypt Air. 2019
- Innovation and Entrepreneurship Trainee at InnovEgypt 2020.

Courses:

- Alison Diploma in Human Resources 2018
- Recruitment course at Oxford study center 2018
- People Management Skills Online Course on Future learn 2017.

Additional Skills:

Computer skills:

- MS Word, MS PowerPoint and MS Excel.

Language skills:

- Arabic (Native).
- English (Fluent).
- French (Good).

References Finished Upon Request.