

Doaa ElSherbini Ibrahim Khalaf

Personal Data

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Education

Bachelor Degree of Arts & Education [May 2011]

Faculty of Education (Ain Shams University)

English Language Department

Profile Summary

Focused individual with Human Resources Management Certificate from AUC and experience in a human resource unit using my knowledge of recruiting, employee relations, training and development. Highly efficient and well established in administrative environments that are fast-paced and challenging. Looking for a professional human resource position. Coming with extensive knowledge of human resource principles and ability to handle complex problems using outstanding organizational and time management skills within a stable company with room for growth and opportunity for advancement.

Work Experience

Human Resources Specialist [04/2021]

The General Authority for Construction & Housing Cooperatives – Cairo, Egypt

Human Resources Specialist [07/2019 – 03/2021]

MCS Free Zone Group – Cairo, Egypt

Main duties performed:

- Manage all talent acquisition and recruitment processes.
- Prepare and review the job offer and target letters for the new hires after reviewing them with management.
- Conduct orientation sessions for the newly hired employees.
- Compile and update employee records (Soft Form & Files management).
- Coordinate and participate in employment fairs.
- Handle the on boarding process for new employees.
- Maintain the performance management system to get its analysis quarterly.
- Analyze training needs in conjunction with departmental managers.
- Determine strategies for ongoing training, implements collaboratively with teams leaders.

- Issue the reports for turnover rates, hires, transfers, promotions, disciplinary actions, terminations and exit interviews.
- Participate in developing the performance appraisal process.

Recruitment Specialist [07/2018 – 07/2019]

EcoTel Holding – Cairo, Egypt

Main duties performed:

- Manage all recruitment processes starting with Screening & Filtering CVs, Scheduling Interviews for the short listed candidates, Conducting initial interviews and arranging Final interviews with the top management.
- Prepare, modify, and review the job offer and target letters for the new hires after reviewing them with management.
- Conduct orientation sessions for the newly hired employees.
- Prepare and implement the annual training plan based on the company training needs and maintain up-to-date training records for all staff.
- Handle employees' data base (both in soft form & files management), including perform filling, issue HR letters, warning letters, and medical checkup forms.
- Participate in developing the performance appraisal process and employee satisfaction survey.
- Conduct the exit interviews, analyze & develops exit reports.
- Assist in developing and updating the job description of each position.
- Report all required reports and presentations to human resources manager.

Recruitment Officer [06/2017 – 06/2018]

Nile University – Cairo, Egypt

Main duties performed:

- Screen students' CVs for internal or external internships.
- Conduct initial interview with the shortlisted candidates.
- Provide a shortlist of qualified candidates and coordinate final interviews with the hiring manager.
- Follow up students' attendance, attitude, commitment, and performance during the internal internships for the monthly appraisal.
- Attend colleges fairs and visiting high schools to explain academic programs the college offers and answers any inquiries regarding admission process, application process, and evaluating students (i.e. Placement Exam).
- Update Alumni data base and help in organizing and planning their activities.

Finalization Specialist [09/2013 – 12/2016]

Hindawi Publishing Corporation Company – Cairo, Egypt

Main duties performed: Deal with authors and writers through mails by receiving their comments and corrections that are needed to be done in their articles then we apply them according to our in-house style and revise all the article content to confirm the publication.

Skills

- Communication Skills
- Multi-Tasking
- Teamwork Player
- Adaptability
- Detail Oriented
- Analytical Thinking
- Time Management
- Conflict Management and Problem Solving
- Decision Making
- Fast Learning
- Self-motivation, Creativity and Accuracy
- Quick Effective Responses

Certifications

- **(HRM) Human Resource Management Certificate [AUC] [4/2019]**
- **ICDL Course [Ministry of Communications and Information Technology] [4/2012]**

Languages Qualifications

- **Arabic:** Native speaker
- **English:** Fluent (spoken and written)