

# TAGHREED MAMDOUH ESMAIL

HR UNIT MANAGER | HR RECRUITER

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QENA, QUS, EL NASR ST

## OBJECTIVE

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Dedicated HR Unit Manager and Recruiter with strong experience in talent acquisition, team leadership, and full recruitment cycle management. Skilled in sourcing, screening, interviewing, onboarding, and building strong talent pipelines. Proven ability to improve hiring processes, enhance employer branding, and meet recruitment KPIs. Seeking to contribute to a professional HR team and support organizational growth.

## SKILLS & ABILITIES

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### Technical Skills

Talent Acquisition - Full Recruitment Cycle - Sourcing & Headhunting - Job Posting & Screening - Conducting Interviews - Applicant Tracking Systems (ATS) - Onboarding Process - Recruitment KPIs - HR Operations - Employer Branding - Data Analysis - Microsoft Office (Word, Excel, PowerPoint, Outlook)

### Soft Skills

Communication - Critical Thinking - Problem Solving - Emotional Intelligence - Teamwork - Flexibility - Attention to Detail - Time Management

### Administrative Skills

Report Writing - Email Communication - Planning & Organizing - File & Document Management

## EXPERIENCE

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02/2024 - Now

### HR Consultant (Recruitment & Team Leadership) Self-Employed

#### Unit Manager (Hiring Genius Agency | 01/2025):

Led and supervised a team of recruiters, developing and executing recruitment strategies that improved hiring efficiency. Oversaw team leadership, strategic planning, process optimization, talent acquisition, budget control, and employer branding to enhance recruitment performance and meet organizational goals.

#### HR Recruiter (Career Community | 02/2025):

Sourced, screened, and interviewed candidates to fill open positions across various departments.  
Collaborated with hiring managers to analyze job requirements and ensure accurate candidate matching.  
Managed the full recruitment cycle, from application review to offer issuance and onboarding.

**HR Recruiter (Win Win Recruitment Agency |08/2024 ):**

Sourced, identified, and evaluated qualified candidates for open roles. conducted interviews and performed skills assessments to ensure alignment with job requirements and organizational needs.

08/2024 – 12/2024

**Team Leader**

Hiring Genius Agency

Directed and supported team members by delegating tasks, setting performance expectations, and ensuring goals were met. Enhanced team productivity through coaching, performance monitoring, and workflow optimization.

09/2024 – 12/2024

**Team Leader**

Mosla Pioneer Recruitment Agency

Supervised and coached team members assigned responsibilities based on strengths, and ensured all goals were achieved. Enhanced team performance through continuous guidance, task delegation, and workflow monitoring.

02/2024 – 08/2024

**HR Recruiter**

Hiring Genius and Career Agency

Source, screen, and interview candidates for open positions. Manage candidate selection, extend offers, and oversee onboarding processes. Build and maintain talent pipelines to support current and future hiring needs.

04/2021 – 11/2023

**Customer Service Representative**

Xceed

Dealing with customers, providing Internet service and solving problems.

2020 - 2021

**Online Moderator**

EI DOKKAN AND ALLO (Social media platform)

Market Page Products - Follow Page Ads - Follow up with customers and shipping delegates - Invoice preparation and review

2019 - 2021

**Owner of a private lessons center**

Private Business

As the tutoring center manager, I was responsible for overseeing daily operations, coordinating schedules, supervising tutors, and maintaining strong relationships with parents.

01/2019 – 05/2019

**sales agent**

Chubb Life Insurance

- Publicity and media coordinator.
- Selling insurance documents.

2017 – 2019	<b>Ticket reservation officer</b> El iman jet <ul style="list-style-type: none"> <li>• Director and coordinator of advertising.</li> <li>• Booking tickets for customers.</li> </ul>
2016 – 2017	<b>Network marketer</b> Uniway  Responsible for the company's marketing and bringing customers to work and purchasing products.
2014 – 2016	<b>Press editor</b> Bawabet Yanair and Akhbar el youm <ul style="list-style-type: none"> <li>• Researching and writing news articles.</li> <li>• Conducting interviews.</li> <li>• Editing Press reports.</li> </ul>

## EDUCATION

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2017	<b>Bachelor's degree in mass communication</b> Cairo university  Grade: very good (82.81%)
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## LANGUAGE

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**Arabic:** mother tongue

**English:** very good in speaking,  
reading and writing (level: B1)

## INTERESTS

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1. **Cooking**: I started experimenting with new recipes to relieve stress, which enhanced my skills and deepened family bonds by organizing family gatherings.
2. **Writing**: I wrote articles and short stories to express my thoughts, resulting in positive reader engagement that encouraged me to develop my style.
3. **Traveling**: I planned trips to explore new cultures, allowing me to gain valuable experiences and make friends from diverse backgrounds.