

Aisha Salah Ali

Talent Acquisition Specialist

Address: Heliopolis, Cairo

Date of birth: 27/12/2000

Professional Summary

Talent Acquisition Specialist with hands-on experience in outsourcing companies, successfully hiring both **white-collar** (management) and **blue-collar** (operations) roles. Skilled in talent sourcing, candidate screening, and managing full-cycle recruitment processes across multiple job levels. Successfully completed the **HR Diploma** from Egycham (Professional and Advanced Tracks), reflecting a strong commitment to continuous professional development and excellence in HR practices.

Education

Helwan university | Bachelor's degree in Business Administration. **Sep 2019 - June 2023**

- Cumulative **GPA: 3.53/4.00**.
- Major: Business Information Systems (BIS).

Experience

Leo Trading Agency | Talent Acquisition Specialist **Mar 2025 – Present**

- Manage full-cycle recruitment processes across various departments.
- Coordinate with hiring managers to identify staffing needs and candidate selection criteria.
- Create job postings on company's careers page, social media, job boards and internally.
- Create and implement end-to-end hiring processes to ensure a positive experience for candidates.
- Create and monitor key HR metrics and reports, including time to fill, time to hire and source of hire.
- Source potential candidates from various online channels, e.g. social media and professional platforms.
- Screen incoming resumes and application forms.
- Schedule and conduct initial screening telephone interviews and/or face-to-face interviews.
- Provide shortlists of qualified candidates to hiring managers and coordinate with them for interviews with prospective applicants.

Second Step Editor | Junior Talent Acquisition Specialist **Nov 2024 – Mar 2025**

- Coordinate with hiring managers to identify staffing needs and candidate selection criteria.
- Coordinate with clients to clearly identify their staffing requirements and expectations.
- Source applicants through online channels, such as LinkedIn, Forasna and other professional Networks.
- Create job descriptions and interview questions for each position.
- Conduct initial phone interviews to evaluate candidates qualifications and fit for the role.

- Identifies staffing needs.
- Writes job descriptions for needed positions.
- Sourcing and attracting candidates by using social media platforms.
- Screen candidates resumes.
- Conduct interviews to filter candidates

Skills

Soft Skills: Leadership, Problem Solving, Communication, Attention to Detail, Time Management, Adaptability, Flexibility

Human Resources: Recruiting, Sourcing, Phone Screening, Resume Screening, Interviewing

Technical Skills: HTML5, CSS, Bootstrap, PHP, MySQL

Tools & Document Editors: Microsoft Word & Excel, Google Forms & Sheets

Courses

Web Developer Bootcamp (Online), Completed (2023).

HR Diploma (Professional & Advanced Tracks) – EGYCHAM (2025).

Languages

- Arabic: Native.
- English: B2.