

Name: Dalia Essam Mohamed Zaki



Objective

Seeking for opportunity as HR Supervisor

Education

Helwan University in Egypt, Faculty of Fine Arts, Bachelor Degree,
Scenography, Good, Graduated June 2016

Work Experience

Recruitment Specialist at Royal Labs

(February 2019 – Present)

- Working with the HR Director and senior managers to understand key resource requirements to ensure the development of resourcing strategies that meet both current and future organizational needs.
- Implementing recruitment plans, campaigns and activity within agreed deadlines.
- Developing of all sourcing methods and channels to ensure having an up to date database.
- Managing and developing recruitment processes, ensuring that all recruitment activity is in line with the recruitment policy.
- Supporting senior stakeholders with their recruitment requirements; attending interviews as required and advising panels as appropriate.
- Builds a quality relationship with internal customers and external recruitment agencies.
- Post job ads on professional sites, job sites and social media
- Screening resumes
- Schedule calls and interviews
- Communicate with candidates promptly and assist them when they come in for interviews
- Following up on the interview process status
- Maintain a complete record of interviews and new hires

Recruitment specialist at Mission Consulting

(April 2018 – January 2019)

- Determines applicant requirements by studying job description and job qualifications.
- Writing job ads with all requirements and post them on all sources to collect CVs.
- Screening and filtering CVs to choose suitable candidates for the position and who meet the minimum requirements.
- Calling the chosen candidates to schedule 1st HR interview appointment. Preparing for the interview by having a list of behavioral & situational questions.
- Conducting the 1st HR interview, comparing qualifications to job requirements & evaluating candidates to have a short list of accepted candidates, to be sent to the client.
- Following up with both the client & candidates to schedule a second interview.
- Preparing and sending job offer for accepted candidates.
- Reporting achievements to the GM on a weekly basis.

Recruitment specialist at Deals HR and recruitment consultant

(January 2018 – April 2018)

- Creating source and develop a pool of qualified candidates in advance of need.
- Arrange interviews and make any necessary arrangements for pre-employment test.
- Post opening in different places and advertisement with professional organizations.
- Identifying and approaching suitable candidates.
- Review resumes credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Conduct initial phone interview with accurate, and inspiring information to candidates about the company and the position.
- Interview the candidates face to face.
- Fully orient the accepted candidates from our side.
- Confirm the final interview date and time and follow up with the candidates.
- Calibrating the interviews with clients.

Graphic designer at Ebdaat media and advertising (Feb. 2017 – April 2017)

- Create visual concepts using computer software, to communicate ideas that inspire, inform, or captivate consumers.
- Develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.

Skills

- Microsoft Office tools Word, Excel, Power Point and Access
- Excellent typing in Arabic and English.
- Arabic; Mother Tongue
- English; very good Writing, Speaking, Listening
- French; Fair Speaking and Listening

Achievements

The first republic in instant Sky Diving

Training Courses

- **HR Advanced Diploma at EgyCham** (August 2021 – In progress) - Accredited by HRCI – Ain Shams University
- **HR Professional Diploma at EgyCham** (May 2021 – August 2021) – Accredited by HRCI – Ain Shams University
- **Essentials of human resources** – American chamber of commerce in Egypt (Sep.2017- November 2017) – Accredited by SHRM
- **Adobe Photoshop Course** - Creative Group (2016).
- **3D Max** – Creative Group (2016)
- **AutoCad** – Creative Group (2017).

Personal Information

Birthdate: 30th November 1992

Address: Madinaty, B7. G73, New Cairo, Cairo, Egypt

Marital Status: Single

Driving License: Available

References

Available upon request