

Omar Ali Abdelaleem Abd Elhammed

Personal Details

- Date of Birth: 28/10/1994

Objective

Talent Acquisition Specialist with great experience in working in companies I aim to put all my energy and skills in order to achieve maximum success, whether for myself or my organization

Education

- **Mansoura university**
Faculty of law English section
good 2016
- **EGYCHAM**
Human Resources management diploma. include: OD, Recruitment, Personnel, Payroll, Total Rewards (Compensations & Benefits), Performance Training
Very Good 2022
- **EG Bank**
Training course for the financial culture program 2022

Skills

- Excel
- Outlook
- Word
- Microsoft

Languages

- Arabic
- English
- French

Experience

- **Tamweely microfinance co** 1/1/2022 - Now
HR Talent Acquisition Specialist
- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media and during events
- Collaborate with hiring managers to set qualification criteria for future employees

- ♦ Screen resumes and job applications
- ♦ Conduct initial phone screens to create short lists of qualified candidates
- ♦ interview candidates in-person for a wide range of roles (junior, senior and executive)
- ♦ Track hiring metrics including time-to-hire, time-to-fill and source of hire
- ♦ Design, distribute and measure the results of candidate experience surveys
- ♦ Train and advise hiring managers on interviewing techniques and assessment methods
- ♦ Host and participate in job fairs
- ♦ Follow up with candidates throughout the hiring process
- ♦ Maintain a database of potential candidates for future job openings
- ♦ Tamweely microfinance co 5/2/2021 - 1/12/2021
 Branch manager assistant
Supervising clients' signatures on financing documents Reviewing financing files before the disbursement process.
- ♦ Tamweely microfinance co 8/3/2020 - 1/1/2021
 First teller
*Assisting customers with basic transactions, such as making deposits
 Recommending special products for customers
 Recording all customer transactions electronically.*