

Rawan Ahmed Kamal

Address: 30 A Abdallah St, Cross Mohamed Sayed Ahmed ST., Helwan, Cairo

Objective:

Seeking a challenging opportunity in the HR field, especially Talent Acquisition and Management.

Education:

- A graduate from the Faculty of Al-Asun, Ain Shams University (ASU), English department, May 2022.
 - Grade: Very Good
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Work Experience:

- **Recruitment Specialist at Carina Wear (July 2022- till now).**
- **Job Description:**
 - In charge of hiring blue and white collars in the headquarters.
 - Send job offers and thank you emails.
 - Follow up with candidates prior and post interviews.
 - Conduct exit interviews.
 - Responsible for the Applicant Tracking System.
 - Assist in contract and resignation signing.
- **English Technical Support at Naos Marketing (April 2020 till April 2021).**
- **Job Description:**
 - Responding to the customers' inquiries via mail.
 - Following up with shipments and arrival of orders via mail.
 - Providing technical support to the customers via mail.
- **HR Team leader at The Hiring Date for Business Solutions (April 2019 till June 2021).**
- **Job Description:**
 - Manage appointments.
 - Conducting schedules and making sure they were followed correctly.

- Do follow-up reminders.
 - Follow up with the team and make sure they meet the requirements.
 - **HR Recruiter at The Hiring Date for Business Solutions (January 2019 till April 2019).**
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Achievements:

- Represented Ain Shams University speaking in front of the UNESCO organization, many Ain Shams University professors and some ministers talking about the effect of eliminating illiteracy project in Nov 2021.
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Training Courses:

- Human Resources Management Diploma at EgyCham (35 hours), accredited by Ain Shams University and HRCI.
 - Volunteered as Employer Relation's Representative at the ASU Employment fair in April 2019 and March 2022.
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Computer Skills

- Very good user of Microsoft internet, windows, Word, Power point, Excel.

Language Skills:

- Arabic: Mother tongue
- English: Fluent

Personal Skills:

- Hard worker.
 - Passionate to learn
 - Time management
 - People oriented.
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Additional Data:

- Date of birth: May 7, 1999.
- Marital status: Single.

References are ready upon request.