

Manar Fathi Sadeeq

Junior HR Professional | Recruitment & People Coordination

El-Mokattam, Cairo, Egypt |

Summary

Junior HR Professional with a Bachelor's degree in Sociology and practical experience in recruitment, candidate screening, team coordination, interviewing, and event operations. Experienced in coordinating teams, following up on tasks and attendance, supporting team members, handling conflicts, and responding to unexpected operational challenges. Completed an HR Professional Diploma with an Excellent grade, with academic exposure to recruitment, training and development, performance management, total reward, personnel management, employee experience, and organizational development. Interested in developing a career in HR while continuously building practical knowledge and professional skills.

Experience

HR Coordinator – Youth Scope

Oct 2025 – Apr 2026

- Supported HR activities and coordinated the PR team, including task follow-up, attendance monitoring, meeting scheduling, and team support.
- Conducted interviews and participated in selecting organizers for a large-scale event.
- Provided guidance and performance feedback to team members to improve organization, communication, and session delivery.
- Supported the resolution of team conflicts by listening to concerns, understanding different perspectives, and helping identify practical solutions.
- Contributed to organizing and operating a large-scale event attended by 4,000+ participants, with 30 companies and 150 speakers.
- Responded to a last-minute shortage of organizers by independently reallocating available team members across different operational areas according to event needs.
- Supported team leaders during high-pressure situations and helped maintain team morale and continuity during the event.

HR Recruiter — X Builders

Feb 2026 – Mar 2026

- Sourced candidates for English Call Center positions through Facebook recruitment groups.
- Contacted approximately 190 candidates regarding available opportunities.
- Conducted initial phone screening interviews and assessed candidate suitability.
- Shortlisted 7 candidates for further interview stages, contributing to 2 successful hires.
- Maintained candidate information and recruitment follow-up using Google Sheets.
- Published and followed up on recruitment posts to support candidate sourcing.

Education

Bachelor of Arts in Sociology

2021–2025

Ain Shams University — Faculty of Arts, Department of Sociology

Graduation Project: The Role of Digital Technology in Basic Education in Greater Cairo.

- Led a team of 28 female researchers working on the graduation project.
- Examined the role and impact of digital technology on students, teachers, and parents.

HR Training

- **HR Professional Diploma | 75 Training Hours | Excellent | EgyCham** Apr 2026 – Jun 2026
Studied key HR areas including Recruitment & Talent Acquisition, Training & Development, Performance Management, Total Reward, Personnel Management, Employee Experience, and Organizational Development.
- **Egyptian Labor Law No. 14 of 2025 & Social Insurance Workshop** Jan 2026
- **How to Be an HR | SHRM-Based Training** Nov 2025
- **Fundamentals of HR Management | AL Mentor** Jul 2025
- **Microsoft Excel for Beginners | AL Mentor** Jul 2025

Other Training

- **Cognitive Behavioral Therapy (CBT) Diploma | 180 Hours** Nov 2024 – Mar 2025
- **Behavior Modification Diploma | 180 Hours** Aug 2024 – Nov 2024
- **Psychological & Family Counseling Diploma** 2025

Core Skills

- **Recruitment & People:**
Recruitment & Candidate Sourcing | Phone Screening | Interviewing | Candidate Assessment | Team Coordination | Organizer/Volunteer Coordination
- **HR & Interpersonal:**
Communication | Active Listening | Conflict Resolution | Team Support | Performance Follow-up | Feedback & Guidance
- **Operational:**
Problem Solving | Crisis Management | Event Operations | Task Follow-up | Attention to Detail | Adaptability | Teamwork

Languages

- Arabic: Mother Languages
- English: Basic / Developing