



# Jessica Tharwat

## Human Resources

### Profile

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Detail-oriented Human Resources Coordinator with 1+years of related experience. Offering proficiency in recruitment, on-boarding and administration. Functions effectively within teams to anticipate needs and deliver exceptional HR services.

### Professional Experience

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#### Human Resources Coordinator, *Tactful AI*

11/2021 - present  
Cairo, Egypt

- General administration and coordination
- Answering all internal-external inquires related to hiring or operations
- Maintaining & updating employee records
- Responsible on all the hiring process
- Developed and implemented strategies to attract, recruit, retain and hire
- Provided administrative support to human resources director and other HR team members.
- Headhunting Talents that fit the position
- Created employee profiles and maintained training records in learning management system.
- Assisted with new employee orientation and proactively looked for ways to enhance experience.
- Coordinated community engagement programs and employee relations activities.
- Developed and ran various reports to carry out functions of HR department.
- Responsible for all the presentations of the team

#### HR Screener Intern, *Majorel*

Cairo, Egypt

- Publishing jobs on social media platforms
- Reviewing Resumes
- Reviewing applications
- Interviews over the phone-Face to face
- Following up with accepted candidates

### Education

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Bachelor's degree of Commerce Business administration, *Helwan University*

2017 - 2021

Thanwaya Ammaa, *Ramses College for Girls*

2017

### Extra-Circular Activity

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#### HR Professional Diploma

10/2022 - 1/2023

Grade: Excellent

#### Talent Management Leader, *AIESEC*

08/2019 - 02/2020

- Phone interviews - Face to face Interviews
- Viewing applications
- Making SWOT analytics for the LC
- Educating the LC with presenting sessions for the development
- Tracking the performance of the team leaders

### Languages

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- English
- French