



Sherif Mohamed Fakhry Fayed

Contact

Address
6th of October city, 4th district

Skills

- Communication skills
- Issue resolution
- Goal-oriented
- Negotiation
- Relationship-building
- Flexible schedule
- After sales support
- Creativity
- Patience
- Team Player

Professional Summary

Highly motivated and adaptable professional with diverse experience in customer service, sales, and human resources. Skilled in communication, problem-solving, and building strong relationships with clients and team members. Proven ability to work under pressure, meet deadlines, and contribute to achieving organizational goals. Continuously seeking growth and learning opportunities, with a strong interest in developing a long-term career in Human Resources and people management.

Work Experience

Oct 2025 -

**Saudi German Hospital UAE (Offshore), 6th of October
Talent Acquisition Specialist**

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

Feb 2025 - Oct 2025

**Concentrix, 6th of October
Talent Acquisition Representative**

- Responsible for assisting with the administration of recruitment programs
- Receive, screen, and file incoming resumes, background and reference checks
- Assist with scheduling initial screening interviews and coordinating with hiring managers for telephone interviews and/or face-to-face interviews with prospective applicants
- Ensure the maintenance of accurate and concise records and reports concerning all phases of the recruitment process, working within the Applicant Tracking System (ATS) and HRIS tools
- Create new hire packets and schedule background checks and drug tests for prospective applicants
- Promote the Company image to candidates and external service providers
- Administer typing and math tests to prospective applicants, as necessary
- Coordinate travel arrangements for applicants, as necessary
- Provide general support for the TA department(s) and related stakeholders, as necessary

Jan 2024 - Feb 2025

Concentrix, 6th of October

Advisor |, Customer Service

- Accurately listen to, record and respond to customer communications
- Direct incoming customer queries to the advice or service that will best meet their needs
- Work with order systems to solve problems and reach satisfactory conclusions
- Work quickly and efficiently and within company guidelines
- Communicate in a friendly and professional manner with customers and internal departments
- Upsell products or services as appropriate

Nov 2023 - Dec 2023

Whyt Investment , 6th of October

Junior Sales

- Assisting clients to make sound property-purchasing decisions.
- Finding clients in need of consultancy services through cold-calling, advertising, and business presentations.
- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Consulting with clients to identify their needs, preferences, and financial concerns.

Sep 2023 - Nov 2023

The Address Investments, Sheikh Zayed

Property Consultant

- Assisting clients to make sound property-purchasing decisions.
- Finding clients in need of consultancy services through cold-calling, advertising, and business presentations.
- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Consulting with clients to identify their needs, preferences, and financial concerns.

Sep 2022 - Oct 2022

Target Educational Institution, 6th of October

Marketing Manager

- Acting marketing manager
- Responsible for social media marketing
- Content generation
- Gathering leads

Sep 2018 - Nov 2018

Endless Creations, Mokkatam

Account manager

- Provided exemplary level of service to clients, maintaining and improving relationships for future business opportunities.
- Increased revenue by obtaining and securing new accounts while providing value-added services to existing clients.
- Grew customer base by acquiring new customers and identifying needs to deliver relevant products.
- Negotiated and closed deals with minimal required support from sales and finance managers.
- Maintained productive relationships with existing customers through exceptional follow-up after sales.

Jun 2017 - Aug 2017

Aramex, 6th of october

Transportation Coordinator

- Updated clients on transport time, order process and promptly reporting delays when required.
- Maintained outstanding relationships with transportation companies to obtain best prices for courier costs.
- Kept delivery operations running smoothly, efficiently by monitoring operations and traffic reports.

Education

Feb 2018 - Jul 2022

Ahram Canadian University

**Bachelor of Business Administration
(Marketing)**

Training Courses

H.R Management Diploma

- EgyCham (75 Credit Hours, Accredited by Ain Shams University & HRCI & SHRM)

Languages

Arabic – **Native**

English – **Advanced**

References

Ready upon request.