

Hossam Essam Eldin Abd-El Khalek

Talent Acquisition Coordinator | Trainer Specialist | Training Coordinator | Junior Talent Acquisition

HR and Learning & Development professional with experience in Talent Acquisition, HR Coordination, Employee Relations support. Skilled in candidate sourcing, CV screening, interview coordination, training coordination, And employee development initiatives, With strong communication and stakeholder management skills.

Competencies

Training Needs Analysis (TNA) – Training Program Coordination – Training Delivery & Facilitation – Learning Materials Preparation – Instructional Support – Training Evaluation – Program Design – Attendance Tracking Reporting & Documentation – HR Coordination – CV Screening & Shortlisting – Interview Matrix & Candidate Evaluation – Employee Relations Support – Stakeholder Communication – Presentation & Facilitation Skills – ERB User (Oracle Apex) – Creative Sourcing – Egyptian Labor Law – Onboarding & Offboarding – HR Documentation & Filling – Employee Records & Database Management

Work Experience

Talent Acquisition Coordinator | Ethics HR in Egypt

Jul 2026 – Present

Job Description:

- **Candidate Sourcing & Headhunting:** Source and headhunt qualified candidates across diverse industries using LinkedIn Boolean search and X-Ray techniques.
- **Screening:** Conduct initial phone screenings and Zoom interviews to assess candidates' qualifications, technical fit, and compensation expectations.
- **Client Coordination:** Shortlist and forward qualified candidates to client companies for technical interviews, maintaining strict confidentiality of client/company identity until the final interview stage.
- **Pipeline Management:** Track and manage candidate pipelines throughout the recruitment cycle to ensure timely progress and smooth handover to clients.

Junior Trainer Specialist | Musandah Security Services in Egypt

Sep 2025 – May 2026

Job Description:

- **Training Delivery:** Assist in delivering structured indoor training sessions aligned with company security procedures and operational standards.
- **Learning Materials Preparation:** Prepare training presentations, instructional materials, and participant handouts to support effective knowledge transfer during training programs.
- **Training Coordination:** Coordinate with HR and operations teams to schedule training sessions and ensure smooth execution of training activities.

Training Coordinator | Forces Plus Security in Egypt

Jan 2025 – Aug 2025

Job Description:

- **Training Coordination:** Scheduled and coordinated training sessions, ensuring smooth communication between trainers, trainees, and management for effective program delivery.
- **Training Records Management:** Managed and updated the training database for over **450 employees**, maintaining accurate records and ensuring full documentation compliance.
- **Stakeholder Communication:** Served as a liaison between HR, operations, and training staff to ensure alignment of training schedules, requirements, and feedback.

Technical guide | Edrak for Educational & Entertainment Projects

Aug 2022 – Aug 2023

Job Description:

- **Interactive Learning Delivery:** Delivered engaging and structured learning experiences aimed at developing children's interpersonal, communication, and teamwork skills through interactive activities.

- **Group Management & Behavioral Facilitation:** Managed group dynamics, handled behavioral challenges, and resolved conflicts professionally to maintain a safe and organized learning environment.
- **Program Adaptation:** Adapted instructional style and activity delivery based on age group (2–14 years) and learning objectives, ensuring effective engagement for all participants.

Junior Talent Acquisition Specialist | Capital Hills Developments in Egypt

Jan 2021 – Jan 2022

Job Description:

- **Interview Coordination:** Scheduled interviews, coordinated logistics, and managed communication between candidates and hiring managers.
- **Screening & interviewing:** Conducted initial screenings to evaluate candidates' skills, experience, and cultural fit.
- **Candidate Experience:** Ensured timely follow-ups, feedback, and a positive experience for all applicants.

Educational Qualifications

- **Human Resources Professional Diploma (HR Diploma)**
EgyCham | SHRM Recertification Provider | CPD Certified
Grade: Excellent
Graduation Year: 2026
- **Bachelor's degree in mass media & communication, Radio & TV Department**
Ain Shams University, Egypt
Grade: Excellent With Honors
Graduation Year: 2023

Courses and Certifications

- **Business Analytics with Excel Course** | Simplilearn SkillUp – Microsoft
- **Excel Basic to Expert Level** | Udemy
- **HR Analytics Course** | Simplilearn SkillUp
- **How to Build your ATS Friendly CV** | Udemy
- **Introduction to Microsoft Excel** | Simplilearn SkillUp – Microsoft

Technical Skills

- **Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Google Sheets & Documentation**
- **Report Preparation & Data Organization**

Personal skills

- **Strong Teamwork & Collaboration**
- **Multitasking & Time Management**
- **Analytical & Creative Problem Solving**
- **Negotiation Skills**
- **Attention To Detail**
- **Client-Focused Mindset**
- **Employee Onboarding**
- **Active Listening & Communication**

Language skills

- **Arabic**
- **English**