



# Marwan Khaled Mady

**Address:** Saad Zaghloul, Downtown – Cairo

## Objective:

Highly motivated looking to obtain a position as a HR coordinator. I'd like to utilize my knowledge and organizational skills to contribute the overall success of the organization.

## Education:

Bachelor's Degree of Faculty of Law, Cairo University (2018 - 2022)

**Overall Degree:** Good

## Work Experience:

**HR Coordinator** at LeadInTop Company (Jan 2023 – Aug 2023)

- Collaborating with hiring managers to determine job requirements, responsibilities, and qualifications.
- Understanding the skills and competencies required for specific positions.
- Develop and review the job descriptions and job advertisements.
- Utilizing various sourcing strategies to attract a pool of candidates, including social media platforms, professional networks, and employee referrals.
- Screening resumes, applications and doing phone interviews to identify qualified candidates.
- Input interview assessments and feedback into the ClickUp system for further evaluation.
- Conducting the interviews to evaluate candidate's skills, experience, and cultural fit.
- Design tests to evaluate the candidate.
- Collaborating with hiring managers to make final hiring decisions.
- Managing the interview and feedback process, ensuring timely communication with candidates.
- Recommending and implementing process enhancements.
- Assisting with new hire orientations and onboarding processes.
- Providing administrative support to the HR team as needed.
- Updating employee information, such as personal details.
- Regularly update the status of applicants within the ClickUp system.

**Front Office Assistant** at Central Security Officers House ORO Plaza (2021 – Sep 2021)

- Perform all check-in and check-out tasks.
- Manage phone reservations.
- Inform customers about payment methods and verify their credit card data.
- Register guests collecting necessary information (like contact details and exact dates of their stay).
- Welcome guests upon their arrival and assign rooms.
- Provide information about our hotel, available rooms, and rates.
- Respond to client's complaints in a timely and professional manner.
- Ensure all rooms are clean, tidy, and fully furnished to accommodate guests' needs.
- Confirm group reservations and arrange personalized services for VIP customers.
- Upsell additional facilities and services, when appropriate

## Training Courses:

- **Human Resources Management Diploma at EgyCham (75 Training Hours)**  
Accredited from HRCI, SHRM.
- **The Manager's Toolkit: A Practical Guide to Managing People at Work – Coursera**  
Accredited from University of London.
- **English For Career Development – Coursera**  
Accredited from University of Pennsylvania.
- **Data Analytics Using Excel - GreatLearning (1.5 Training Hours)**
- **Communication Skills - Udemy (10 Total Hours)**
- **Microsoft Word Course: Master Microsoft Word - Udemy (9.5 Total Hours)**

## Skills:

### Computer Skills

- Microsoft Office (Excel, Word)
- ClickUp User

### Language Skills

- Arabic Is the Mother Tongue
- Good English Speaker, Excellent Written

### Personal Skills

- Communication Skills
- Leadership
- Punctual
- Multi-tasking and Problem Solving
- Attention to Detail
- Teamwork
- Analytical Skills
- Time Management
- Emotional Intelligence
- Fast Learner
- People Oriented
- Patience

## Additional Data:

- **Date of Birth: Dec 1998**
- **Military Status: Exempted**
- **Driving License: Valid till 2029**
- **Marital Status: Single**

**References are ready upon request.**