

# Shaimaa Shaban Salah

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## Summary:

Human resources recruitment specialist with 4 years' experience in recruiting both white and blue collars.

## Education:

Faculty of commerce – English section (Business Administration) – Cairo University 2020.

Grade: Good.

## HR Training & Courses:



Labor Law Workshop



Payroll Workshop



Phri Workshop

## Work Experience:

# mazars

**1 year and 7 months** as Recruitment Specialist at **Mazars Mostafa Shawki.** Sep 2021-Till now.

### Job responsibilities:

- 1- Gather job vacancies requests from managers.
- 2- Screening, filtering, and interviewing.
- 3- Manage the orientation of newcomers and onboarding.



**1 year** as HR Generalist at (Advanced Techniques Solutions for Software Company ADTCs). August 2020- August 2021.

### Job responsibilities:

- 1- Manage the recruitment and selection process including three urgent projects vacancies and manage to recruit in time.
- 2- Handle the process of recruitment from the beginning (gathering the job description from the manager till hiring them)
- 3- Manage the LinkedIn and WUZZUF accounts.



**7 months** as HR Personnel Administrator at **Raya Auto.**

Sep 2019-March 2020.

### **Personnel:**

- Sending social insurance form1 and labor print.
- Ensure leaving process including (form6, resignation form, and clearance form and exit interview).
- Maintain employee's records on system including (attendance, vacations, business missions and training).



**3 months** as HR Personnel and payroll administrator at **Sumitomo electric wiring systems Egypt.**  
July 2019 September 2019.

### **Extracurricular Activities:**

- HR member** at SMS Stock Market Simulation. Sept 2014- May 2015
- HR member** at Utopia. Sept 2014- May 2015
- PR member** at “the Students’ Council” of Faculty of Commerce. Apr 2014- Sep 2015

### **Internships:**

- Customer service** at **AAIB** (Arab African International Bank). June 2014.
- Customer service** at **CIB** (Commercial International Bank). July 2014.
- Customer service** at **ENBD** (Emirate National Bank Dubai). August 2015.
- Operation** at **NBK** (Kuwait National Bank). September 2016.

### **Currently:**

- Studying Phri (Professional Human Resources International certified from the International Human Resource Certification Institute) material to take the exam in 2024.
- Studying Dashboard courses in LinkedIn Learning.

- Studying Professional Soft Skills Pathway in LinkedIn Learning.

**Skills:**

- **Language skills: Very Good** in English both speaking and writing.
- **Computer skills: Very Good** command of Word, Excel and Power point.
- **Presentation skills. – Negotiation. – Communication skills. – Analyzing. – Team Motivation.**