

# Mohamed Abdel Razek

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## ✓ Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

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## ✓ Professional Experience

**Aug 2021 – Till Now**

**Human Resource Senior At**

**Leeds security services and cash in transit**

- Developing and updating job descriptions and job specifications.
- Performing job and task analysis to document job requirements and objectives.
- Preparing recruitment materials and posting jobs to appropriate channels.
- Sourcing and recruiting candidates by using databases, social media etc.
- Screening candidates resumes and job applications.
- Assessing applicant's relevant knowledge, skills, soft skills, experience and aptitudes.
- Onboarding new employees in order to become fully integrated.
- Provide analytical and well documented recruiting reports.

**Sep 2019 – Aug 2021**

**HR Recruitment Specialist**

**G4S Security services**

- Preparing the available job advertisements and selecting the appropriate marketing channels and professional networks.
- Coordinate the internal recruitment process and transfers within the organization.
- Follow up on employment applications and evaluate candidates.
- Conducting interviews with candidates by phone and personal interviews.
- Collaborate with the hiring manager and find out about recruitment needs.
- Participate in job fairs and learn about labor market variables.
- Enhancing the mental image of the institution and creating a work environment for employees

**Skills:**

- English: Intermediate
  - MS Office, Sales Force
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**Personal Information**

**Date of birth: 7-7 1995**

**Marital Status: Single**

**Mobile : 01097392604**

**Address : Cairo – Shobra**

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**Education**

Bachelor of Commerce , Cairo University Class 2017

Grade: Passed

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**Certificates**

Human Recourse Diploma from Helwan University (2018)