

Mohammed Ahmed El-Badry

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SUMMARY

Recruitment Specialist with a demonstrated history of working in the human resources industry. Skilled in Recruitment with 3 years of experience and Strong human resources professional with a Human Resources Diploma from Notting Hill College.

SKILLS

Recruiting, Human Resources, Screening, Social Networking, Microsoft (Word, Excel, PowerPoint), Talent Acquisition, Mass Hiring, Interviewing, Self-Learning, Problem Solving, Job Description Development,

EXPERIENCE

Recruitment Specialist

R&E Petroleum Services

June 2022 - Present, Alexandria, Egypt

- Collaborate with hiring managers to set qualifications criteria for future employees.
- Responsible for hiring white collar and blue collar in a different fields in Egypt & Middle East such as (Engineering, Hospitality and Manufacturing).
- Utilized social networking, job postings, career fairs and direct sourcing to cultivate a diverse applicant pool.
- Network with potential hires through LinkedIn.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates and conduct online and Face-to-Face interviews.
- Developed and implemented comprehensive recruitment strategies, reduced hiring costs and improved hiring time across departments.
- Identified ways to optimize existing recruitment processes, automated manual recruitment processes.

Recruitment Specialist

Majorel Egypt

January 2020 - June 2022, Alexandria, Egypt

- Design and implement the overall recruiting strategy.
- Mass Hiring of new employees to onboard for new projects, utilizing recruiting technologies and conducting a variety of sourcing activities including utilizing job boards and conducting industry research to identify new talent.
- Identified potential candidates through using social media groups, social networking, and candidate referrals.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Follow up on interview process status and update records in the internal database.
- Increased candidate hiring rate , reduced vacancy fill time by, and improved employee retention rate.

Customer Service Representative

Vodafone Egypt

October 2018 - January 2020, Alexandria, Egypt

- Managing customers questions and proactively delivering product best practices, personalized recommendations, and updates.
- Research required information using available resources.
- Successfully resolved customers complaints and increasing customer satisfaction.

Customer Service Representative

O2Share

March 2018 - September 2018, Alexandria, Egypt

- Handling customers complaints and solving it.
- Follow up with customers to be sure that their issue resolved with the best way.
- Handling the captain's issues in terms of registration and submitting documents.

Operations Coordinator

Misr Gulf

April 2015 - March 2016, Alexandria, Egypt

- Manage the coordination of the unloading and loading of cargo by verifying Cargo to remain onboard as floating storage cargo, sign and send out the verified manifest immediately after the operations and upload to the one drive.
- Ensure all vessel movement arrangements by sending out the vessel update email, maintain vessel movement log, informing lighthouse and linesmen as required.
- Assist with preparing Key Performance Indicators reports when assigned.

Sales Representative

Etisalat Egypt

May 2013 - May 2014, Alexandria, Egypt

- Managing customers questions and proactively delivering product best practices, personalized recommendations, and updates.
- Research required information using available resources.
- Successfully resolved customers complaints and increasing customer satisfaction.

CERTIFICATIONS

Human Resources Diploma

Notting Hill • 2019

EDUCATION

Bachelor of Law

Alexandria University • Alexandria, Egypt • 2021
