

# HEND ABDELLATIF ABDELBAKY ABDELLATIF

## RECRUITMENT SPECIALIST

 EGYPTIAN  
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## PROFILE

Recruitment specialist monitoring and improvement of the recruitment process in the organization and evaluates different recruitment channels and sources and their performance for particular job positions.

## PERSONAL INFORMATION

Birth date: 1/6/1994  
marital status: Single  
Education: Faculty of arts 2017  
University: Ain Shams

## EXPERIENCES

**HR recruitment specialist at 19011 pharmacies chain** August 2020 - December 2020

- connecting with potential candidates online and offline, screening applications and supporting hiring managers.
- Build and report on quarterly and annual hiring plans.
- Create and publish job ads in various portals.
- Network with potential hires through professional groups on social media and during events.
- Collaborate with hiring managers to set qualification criteria for future employees.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.

**HR coordinator at 19011 pharmacies chain**

January 2020 – July 2020

**Receptionist and administrative assistant at 19011 pharmacies chain** April 2019- December 2019

October 2017 - March 2019

**Receptionist at Dr. Mohamed Reda dental clinic center**

June 2016- December 2016

**Customer service at TE-Data**

October 2013 - June 2015

**Lecturer at Al Shaarawy education center**

## COURSES:

- Finished professional Human Resources Management Diploma at Egypt Chamber for Human Resources Management (EgyCham) 2019.
- Finished International computer Driving License (ICDL) 2019.

## LANGUAGES:

- English (Good).
- Arabic (Mother tongue)