

Tarek Yehia Hussien

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Summary

HR Coordinator with a solid administrative background and a demonstrated ability to lead teams and manage responsibilities efficiently. Passionate about continuous learning and professional development within the HR field. Strongly motivated to build and strengthen professional relationships across departments and the wider HR community. Known for a proactive attitude, leadership potential, and a genuine interest in people and organizational growth.

Experience

HR Coordinator Sahinler Egypt March - 2025 - Present

- As an HR Coordinator at Sahinler Egypt, I support core human resources functions and help ensure smooth daily operations within the HR department. My responsibilities include:Assisting with the onboarding and orientation process for new hires.
- Maintaining accurate employee records and documentation.
- Supporting payroll, attendance tracking, and HR systems updates.
- Coordinating with various departments to ensure HR-related compliance and communication.
- Contributing to the organization of training sessions and employee engagement activities.
- Collaborating with the HR team to improve processes and support employee needs
- With a strong background in administration and team coordination, I bring leadership capabilities, a proactive mindset, and a strong desire to grow within the HR field. I am committed to developing meaningful professional relationships and continuously learning to add greater value to my role and organization. **smart fox eg | alexandria Egypt Team Leader | 08/2024 – 12/2024**

- Set clear team goals and delegate tasks.
- Create an inspiring team environment with an open communication culture • . Oversee day-to-day operations and monitor team performance.
- Motivate team members and recognize high performance.
- Discover training needs and provide coaching.
- Listen to team members' feedback and resolve any issues or conflicts.
- Encourage creativity and risk-taking within the team.
- Suggest and organize team-building activities to foster team spirit. **career champs | Egypt Outsourcing**

Recruiter |

05/2024 - 07/2024

- Conducting thorough job analyses to understand client requirements for customer service roles.
- Sourcing and screening candidates through various channels, including job boards, social media, and professional networks.
- Conducting interviews and assessments to evaluate candidates' skills, experience, and cultural fit.
- Coordinating and scheduling interviews between candidates and client companies.

Skills

- Recruitment & Selection
- Employee Relations
- HR Policies & Procedures
- Performance Management
- Training & Development
- Microsoft Office
- Leadership Experience
- Communications Skills
- Problem Solving
- Team Work

Education

Alexandria University | alexandria Egypt social work | 06/2024

- **Internships:** Completed a successful internship at youth 2030 for development, where I applied theoretical knowledge to practical situations, enhancing my skills in organization
- **. Workshops and Conferences:** Participated in and presented at various workshops and conferences, such as youth 2030 for development , to stay updated with the latest developments in social work.
- **Community Service:** Volunteered with youth 2030 for development, contributing to community projects and gaining hands on experience in social work practices. **Languages**

English, Arabic

Certificates

hrm diploma , hr school , hrm , itcdc-dubai