

Aliaa Ali Elnezamy



•I'm looking for a suitable position at Human Resources Department which I can use my knowledge and skills to get more experience and carry out various responsibilities in several functions in HR such as (Recruitment, L&D, OD, Personnel, PMS)

CONTACT

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Address:

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EMAIL

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Date of Birth: 13/9/1996

Gender: Female

SOFT SKILLS

- Communication
- Team work
- Time management
- Problem solving
- work under stress
- Team leader

TECHNICAL SKILLS

- EXCEL (very good)
- Word (very good)
- MS Office
- E-Mail Writing
- Social media platforms (Facebook, Instagram)

LANGUAGES

- English (Speak, Write, Read)

EDUCATION

Mansoura university

Bachelor's Degree - Physical Education Coaching

Graduation Year: 2018

Grade: Good+

WORK EXPERIENCE

Canstars for Security Services

(Recruitment Specialist)

From 26/11/2023 Till Now

- Job Description
- Dealing with different offline & online recruitment channels to source & headhunt the most qualified candidates
- Attending outside missions & Job fairs (all over governorates) to recruit/headhunt the most qualified candidates
- Conducting HR interviews recommending the successful candidates
- Sourcing and attracting candidates by using databases, social media etc
- Some other administration tasks related to recruitment cycle completion

Al-Assema Hospital

(Recruitment Specialist)

Key Responsibilities:

- Filling any new appeared open vacancies by posting & publishing newads, screening, filtering, contacting & interviewing the applying candidates.
- Design & implement overall recruiting channels for better recruiting performance and meeting any due dates have been set to fill any open vacancies
- Help preparing a recruitment plan based on the facts of the approved workforce plan to meet the strategic goals, which have been set by the upper management.
- Responsible for exclusive doctor's contracts & renewals.
- Conducting & handling interviews for making sure that the best criteria & the highest qualification employees in the market have been chosen
- Making sure that the best orientation will be delivered to the newly hire.
- Updating the current manpower according to the recent updates & changes in the hiring or the resignations
- Status
- Perform first interview, arrange second level and other levels interview and receive appropriate feedback.

- Perform exit interviews & try to retain the skillful candidates.
- Send offers to accepted candidates and receive their confirmation.
- Prepare Pipeline for all hospital positions in order to reduce the vacant days.
- Data base management.
- Ensure that employees' files are complete
- Creating IDs for the newly hired
- Create job descriptions to new titles or missing titles, update job descriptions that needs improvements or to enhance a position's tasks and responsibilities.
- Manages the design & the update of the hospital organization structure format for all departments in order to ensure consistency in the charts.

(personnel)

- Preparing S1, S6
- Providing support to managers with hiring, terminating, and staffing decisions
- Preparing reports on hiring trends and statistics for use by managers in making personnel decisions
- Interviewing job candidates to assess their qualifications and compatibility with the organization's culture
- Administering benefits programs such as pension plans or insurance policies for the company
- Conducting exit interviews with departing employees to identify any issues that may have contributed to their decision to leave the company
- Reviewing resumes and conducting reference checks on potential employees before hiring them
- Preparing employee performance reviews and helping managers write performance improvement plans for employees who are underperforming
- Preparing budgets for staffing levels or other human resources needs for departments within an organization
- Preparing job postings, reviewing applications, and conducting interviews to fill new positions within the company

Moderator

Jun 2021 - Dec 2021

Page on Facebook (Dessert)

Duties:

- Take order
- page management
- check service with clients
- Complaints and suggestion

LICENSES & CERTIFICATIONS

- | | |
|--|-------------|
| • ICDL | 2021 |
| Excel (very good) | |
| Word (very good) | |
| • Digital marketing from Google | 2021 |
| • Digital marketing from FWD challenger level 1 | 2021 |

- **Diploma of banking financial course** **2022**
(Emad Attar)
 - IQ Banking
 - ICDL Banking
 - English Banking
- **HR Fundamentals course** **2023**
(Winners) 60 Hours
 - Strategic HR management
 - Competency based – Job analysis
 - Recruitment and selection
 - Performance Appraisal
 - Training & Development
 - Soft skills & E-mail Writing
 - Personal
 - Payroll management
 - Excel for HR

