



Aya Mohamed Tarek Abouzaid
139 Ahmed Shawki street, Roshdy,
Alexandria
Phone: 01156646104
E-mail: Aya_abouzaid@hotmail.com

ABOUT ME:

Ambitious and self-motivated Talent Acquisition Lead with 3 years of professional experience. Where is started as an intern in this field and reached out my current position with hard work and dedication. I am willing to enhance my skill to reach a managerial level where I can use my experience and education to help the company meet and surpass its goals.

EDUCATION:

- Graduated from Arab Academy for Science & Technology 2018 with Bachelor degree in Business Administration, English sector, major Media Management with GPA 3.52 "Excellence with Honor"
- Alexandria International school (IGCSE)
- St. Mary's Catholic high school Fujairah, United Arab Emirates (GCSE)

WORK EXPERIENCE:

- Lead Talent Acquisition at Sutherland (from October 2022 till present)

Job Description:

1. Coordinate with hiring managers to identify staffing needs and candidate selection criteria.
2. Source applicants through online channels, such as LinkedIn and other professional networks.
3. Create job descriptions and interview questions that reflect the requirements for each position.
4. Compile lists of most-suitable candidates by assessing their CVs, portfolios, and references.
5. Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
6. Handling day to day challenges. And train new TA members
7. Tracking the performance by creating analysis to provide support if needed.
8. Assists the HR department in any needed tasks.
9. Hire all support functions & Managerial levels.
10. Create internal job posts

- Senior Talent Acquisition at Sutherland (from September 2021 till September 2022)

Job Description:

1. Collecting candidates from different resources (Facebook, Wuzzuf & Referrals)
2. Analyze, Scan & Filter the applicants.
3. Interview the candidates to make sure they meet the job requirements then schedule second interviews.
4. Call them to inform the final feedback & if accepted I schedule contract signing date & time.
5. Induct contract signing session, explain the contract & offer and reply to their question & clear any doubts.
6. Record all the candidates & add required comments on the system. Make sure they get the needed papers on time

- International adviser at Vodafone UK (from 2019 to 2020)

Job Description:

1. Reply to customer from UK and respond to their inquiries & complaints.
2. Researching required information using available resources
3. Handling & resolving customers' complaints. Giving them options to make sure they choose the suitable option from them to be satisfied.
4. If the issue will not be solved immediately I follow up on the customer & update them till the issue is solved.
5. Recording details on comments. Inquiries, complaints & actions taken in case the customer called.
6. Perform other duties assigned by the management.

- Videographer/ Video editor at Makan Sherif for Digital Marketing (from 2018 to 2019)

Job Description:

1. Create the idea of videos
2. Screen & script writhing
3. Shooting the ad
4. Taking the raw materials and edit them using Adobe Premiere. Doing rough cuts, color corrections choosing suitable music.
5. Add some effects using Adobe After Effects.
6. Photoshoots for the products or model depending on the client's product.

PERSONAL INFORMATION:

- Date of Birth 11th of May 1996
- Place of Birth: United Arab Emirates
- Nationality: Egyptian
- Marital Status: Single

SKILLS:

- Excellent in written and spoken English.
- Ability to assimilate new technology.
- Hard worker, cooperative and enthusiastic
- Excellent in Microsoft Office (Word, PowerPoint, Excel, Access)
- Excellent with Adobe Premiere, Adobe After Effect, Final Cut.
- Good in Photography
- Good at writing English articles and scenarios
- Excellent communication skills
- https://www.behance.net/aya_abouzae6cd

INTERNSHIPS:

1. HR internship (recruitment Department) in Sutherland Global Services, from December 2020 to August 2021.