



YOMNA SHABAN

Maaid-Cairo-Egypt

OBJECTIVE

Seeking to challenge myself with new opportunities and create a lasting impact on the communication channels between management and employees utilizing my experience in managing critical functions of the HR division

EXPERIENCE

Petals Preschool ٢٠٢٢

English and Montessori Teacher

Leading, coaching, and supporting the class team.

Responsible for creating and maintaining a positive classroom and work environment.

Enhances the teamwork spirit. Reflects the friendly professional attitude at work. Helps the teachers manage their time by making sure they follow their schedules.

Mentor the teachers as a follow-up of training provided by management.

Providing constructive criticism and helpful solutions to other teachers without alienating or discouraging them

Fipco Zalal Eldanah ٢٠٢٢

HR Recruiter

- Coordinator and Researcher Sourcing candidates online
- Helping company managers by making numerous recommendations
- Screen incoming resumes and application forms

ΣLevel one ٢٠٢٤

Talent acquisition

- Coordinate with hiring managers to identify staffing needs.
 - Determine selection criteria for roles.
 - Source potential candidates through online channels (e.g., social platforms, professional networks).
 - Plan interview and selection procedures, including screening calls, assessments, and in-person interviews.
 - Assess candidate information using our Applicant Tracking System.
 - Design job descriptions and interview questions that reflect each position's requirements.
 - Lead employer branding initiatives.
 - Organize and attend job fairs and recruitment events.
 - Forecast quarterly and annual hiring needs by department.
 - Foster long-term relationships with past applicants and potential candidates.
 - If you meet the qualifications and are interested in joining a dynamic team
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EDUCATION

Faculty Of Arts -Cairo University ٢٠٢٢ GPA: Good

COURSES

- Human Resources Management Diploma at **EgyCham**
- General English Course at **Cairo University language Center**
- Spoken English at **Cairo University language Cen**
- Montessori Fundamentals **Online course**
- Business English **Online**

SKILLS

- Solid verbal and written communication skills
- Smart work and good time managing player
- BSc in Human Resources Management, Organizational Psychology or relevant field

LAU LANGUAGES AND MICROSOFT OFFICE

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|-----------|-----------------|
| ▪ ARABIC | NATIVE LANGUAGE |
| ▪ ENGLISH | NATIVE LANGUAGE |
| ▪ Word. | Good |
| ▪ Excel. | Good |