

# SUHAILA TAREK SAED

Talent Acquisition Specialist

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## Objective

seeking a promising career in the HR field that can help me utilize my skills and capabilities

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## Work Experience

### Talent Acquisition Specialist At JAKAMEN Egypt

August 2024 - till present

- Develop and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.
- Develop, facilitate, and implement all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Implement job posting processes.
- Schedule interviews and oversee the preparation of interview questions and other hiring and selection materials.
- Assist with the interview process by attending and conducting interviews with managers.
- Collaborate with the hiring manager during the offer to identify and recommend salary ranges, incentives, start dates, and other pertinent details.
- Attend and participate in our employees' training and development.
- Design and implement a variety of developmental initiatives, action plans, programs, and training materials.
- Design and implement a variety of developmental initiatives, action plans, programs, and training materials.
- Lead the business optimization initiatives by conducting individual or group training sessions for personnel.
- Measure the impact of interventions on staff performance, efficiency, employee retention, and job satisfaction.

- **Coordinate with hiring managers to identify staffing needs**
- **Determine selection criteria**
- **Source potential candidates through online channels (social platforms and professional networks)**

**Talent Acquisition  
Specialist  
At Value Developments**

5 January 2024 - August 2024

- **Plan interview and selection procedures, including screening calls, assessments, and in-person interviews**
- **Design interview questions that reflect each position's requirements**
- **Conducted exit interviews and new hire follow-ups to provide feedback to management.**
- **Disposition candidates and send rejection emails if applicable**

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**human Resources  
Internship at Shifa  
Hospital**

September 2023 - December 2023

- **Posting job ads**
- **Screening Resumes**
- **Call Interview**
- **Follow up with accepted candidates**
- **Attending Hr interview and coordinating interviews with managers**
- **Candidates assessment (hr assessment)**
- **Complete paperwork for new employees**
- **communicating employer information and benefits to the new employee**
- **Sorting job applications**
- **Recording applications**
- **filling employees papers**

## **EDUCATION AND TRAINING**

- **FACULTY OF COMMERCE ENGLISH SECTION** Ain Shams University ( accounting department ) . (2019 - 2023)
  - **Competency Framework Design (CBI Certified)** At Od Practitioners, accredited by SHRM, October 2024
  - **HR Diploma at Egycham**, accredited by Ain-Shams University and HRCI , September 2023.
  - **Society for Human Resource Management (SHRM)**
  - **DIGITAL MARKETING CHALLENGER TRACK (Udacity)**
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## **COMMUNICATION AND INTERPERSONAL SKILLS**

**Negotiation skills**

**Good research skills**

**Strong organizational skills**

**Time management**

**Attention to detail**

**Active listening**

**Multitasking**

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## **Language**

- **Mother tongue(s): ARABIC**
- **Other language(s): ENGLISH (B2)**

## **Additional data**

- **Nationality: Egyptian**
- **Gender: Female**