

# Islam Elsayed Mohamed Amin

El Zagazig, Sharkia, Egypt

HR personnel – Recruiter – HR specialist – HR generalist – HR Supervisor  
HR Business Partner – senior Talent Acquisition

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## Summary

Years of experience in the field of sales, customer service and public relations qualified me to Be Part Of human resources management to work on good selection and skills development to increase productivity and help Business progression, And I am also looking for to be a one of the experts in the fields of human resources and business administration.

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## Competencies

Recruitment Management - Talent Acquisition Management - Personnel Management - Payroll Management- Benefits and Compensation Management - Performance Management - Training & Development Management - Medical Insurance - Team Building

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## Work Experience



### Human Resources Generalist

OMMAT Group in Egypt

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Mar ٢٠٢٠ - Present

#### Job Description:

- Responsible For Preparing job ads and advertising job openings on social media and other sources (Facebook — LinkedIn — WhatsApp groups) etc.
- Screening C. Vs and implementing phone interviews.
- Coordinate schedule and organize the interviews with (blue collar& white collar).
- Identify applicant requirements for each job by studying job descriptions and job qualifications.
- Interviewing candidates through various hiring stages including face to face interviews.
- Track and report on all recruiting & hiring processes and follow continuous improvement.
- Provide advice and assistance and follow up on the company's policies, procedures and documents.
- Follow up the files of employees and create a database and update them continuously.
- Follow up the performance of new employees during the first three months to keep them or lay them off.



## Loan Officer

AMAN Holding

Jan ٢٠١٩ - Mar ٢٠٢٠

### Job Description:

- Evaluate small funding applications and select appropriate applications for approval.
- Conduct a financial analysis of small projects to assess financial feasibility.
- Follow up the progress of payment processes to ensure the availability of funds on time.
- Provide financial support and advice to small business owners.
- Follow up the implementation of financial agreements between the company and customers.
- Develop new strategies to increase funding income.
- Monitor the financial performance of small projects and take corrective action when needed.

## Education

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### Zagazig University, Egypt

Bachelor's Degree in Commerce, Accounting Department  
Graduation Year: ٢٠١٧

## Skills

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- Interviewing • Attention to detail • Sales Operations • Customer Service • Recruiting
- Leadership • Human Resources (HR) Teamwork • Applicant tracking system
- Negotiating • Problem Solving • Strategic thinking • People Management • Adaptability
- Communication • Interpersonal skills • Onboarding • Talent management • Microsoft office
- Employee learning & development

## Training courses & Certifications

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- Human Resource Management Diploma (HR Diploma)  
EgyCham, Egypt  
Graduation Year: ٢٠٢٥
- HR Professional Diploma  
HRCI  
Graduation Year: ٢٠٢٥

## PERSONAL INFORMATION

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- Date of birth: ٢٧ Dec ١٩٩٤
- Military status: Completed
- Marital status: Married