



MARIA SHEHATA SHAKER

Objectives

Highly motivated and values-driven recent graduate with a passion for HR, seeking an entry-level position to contribute to a positive and supportive work environment. Strong work ethic, integrity, and a collaborative spirit are instilled in all my endeavors. Eager to learn from experienced professionals and apply my understanding of HR principles to support employee success and organizational growth.

Education

Faculty of Education,
Fayoum University, Social studies,
٢٠١٧- ٢٠٢١

Experiences

● Recruitment Coordinator
EGYCHAM May ٢٠٢٤ : Aug ٢٠٢٤



Responsibilities :

- 1- Coordination of Recruitment Processes: Managing the recruitment stages from posting job openings to scheduling interviews and communicating with candidates.
- ٢- Collaboration with Hiring Managers: Working with department managers to understand their staffing needs and defining the required qualifications.
- ٣- Conducting Preliminary Screening Calls: Contacting candidates to conduct initial screening calls, evaluating their suitability based on basic requirements for clients.
- ٤- Scheduling and Organizing Interviews: Coordinating interview appointments between candidates and company managers, ensuring smooth logistics throughout the process.
- ٥- Building and Updating Candidate Database: Creating and maintaining a comprehensive database of potential candidates suitable for external clients, facilitating future recruitment efforts.
- ٦- Job Posting and Advertising: Writing and coordinating effective job advertisements and posting them on suitable platforms like LinkedIn and Facebook, focusing on attracting candidates for both white-collar and blue-collar positions across various roles such as engineering, accounting, marketing, sales, and human resources (HR).

Volunteering Experiences

-Feb ٢٠٢٢ : Session HR at Enactus Egypt .

-Nov ٢٠٢١: Leadership Training at Enactus Egypt.

-Sep ٢٠٢١: Head of HR at Enactus Fayoum :

Creating a work and timeline plan for HR, Following up the team's work, Conducting interviews for students to join Enactus, Evaluation of human resources members, Writing a report to the President.

-Sep ٢٠٢٠: HR of PR (Public relations) at Enactus Fayoum:

Conducting interviews for students to join Enactus, Contributed to preparing and organizing the welcome party for the new members of the team, Writing a report to the head of HR, Evaluation of PR members .

-Dec ٢٠١٩: HR of PR (Public relations (at Enactus Fayoum:

Writing a report to the head of HR, Evaluation of PR members, Following up the PR team.

-Nov ٢٠١٩: HR T&D (Training & Development).

Training Courses

-Human Resources Management Diploma :At EGYCHAM (٢٥ hours)

١- Track (١) Professional (Excellent)

Accredited by HRCI , SHRM and EGYCHAM

٢- Track (٢) Advanced

(In progress)

-Introduction to Human Resource Management : by EDRAAK (Online Course)

- How to be HR: online course by Ahmed Akel (Excellent)

- How To Write a Report: Session at Enactus Fayoum



SKILLS

Computer Skills:

- MS Office (Word, PowerPoint): Excellent
- MS Office (Excel): Good
- Google Forms : Very good

Languages Skills :

- Arabic (excellent). -English (good)

Personal skills :

- Problem solving -Organized
- Good Communication skills
- Flexibility -Team spirit

ADDITIONAL DATA

Date Of Birth:

١١/١/٢٠٠٠

Marital Status :

Single

REFERENCES

References Are Ready Up On Request