

Rahma Tarek

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Experienced HR Generalist with over 6 years of expertise in meticulously attending to and meeting organizational staffing demands and criteria. Demonstrated success in leveraging my keen eye for detail, sharp analytical abilities, and customer-centric focus to spearhead and enhance HR divisions, source top-tier talent, and optimize departmental operations. A collaborative team player with exceptional communication prowess, delivering top-notch work quality, propelled by a relentless drive and self-motivation. Equipped with a robust understanding of legal statutes, adept in navigating intricate systems and procedures, and proficient across the spectrum of HR functions

Experience

SEP2023 – PRESENT

Talent Management Team Leader /Mobica (Manufactory, Construction, Hospitality, and F&B)
Giza, Egypt

Recruitment and Organization Development:

- Ensured adherence and efficiency in recruitment and organization development processes.
- Achieved required process targets and development goals.
- Developed and executed recruitment strategies to attract high-caliber candidates.
- Collaborated with department seniors to recruit employees as per the MPR.
- Created recruitment plans and utilized various sources to attract candidates.
- Updated job descriptions and conducted job analysis as needed.
- Conducted test assessments and HR interviews, providing feedback to leaders.
- Collaborated with technical managers to make hiring decisions.
- Evaluated the recruitment process and related aspects.

Onboarding and Training:

- Facilitated the onboarding process for new hires to ensure a smooth transition.
- Prepared training budgets and designed training calendars based on needs.
- Selected training providers and validated program designs in consultation with line managers.
- Evaluated training output to enhance process efficiency.

Performance Management and Reporting:

- Reviewed KRA based on objectives.
- Managed the performance management process and conducted annual appraisal reviews.
- Participated in succession planning and career growth programs.
- Developed and maintained reporting to track process efficiency.

Auditing and Other Responsibilities:

- Ensured compliance with internal and external auditing standards.
- Led suggestions for improvements and coordinated with the India team.
- Planned company events to support the company's strategy.
- Coordinated external summer trainee projects and CSR initiatives.
- Managed the sustainability program in coordination with the India team.
- Tracked actionable points from communication meetings and employee feedback sessions.
- Handled additional responsibilities assigned due to company growth.

AUG 2022 – AUG 2023

Senior HR Generalist/Trendlix, (Marketing) Cairo, Egypt

- Collaborated with department managers to forecast and identify future hiring needs, aligning recruitment strategies with organizational goals.
- Provided consulting support to new hires during onboarding processes, ensuring a seamless assimilation into the company culture and work environment.
- Prepared, reviewed, and customized compensation and benefits packages to attract and retain top talent, while ensuring compliance with legal regulations and company policies.
- Managed and administered health and life insurance programs for employees, ensuring comprehensive coverage and timely processing of claims.
- Developed and implemented training and development plans to enhance employee skills, performance, and career growth opportunities.
- Planned and facilitated quarterly and annual performance review sessions, providing feedback and guidance to employees on their performance and professional development.
- Maintained accurate and updated employee records, including new hire information, changes in employment status, and performance evaluations, to support HR processes and decision-making.
- Created and updated organizational charts, detailed job descriptions, and salary records to ensure alignment with organizational structure and compensation standards.

FEB 2019 – AUG 2022

HR Generalist/CardoO (Smart Gadgets), Cairo, Egypt

- Spearheaded the establishment and development of the Human Resources Department, crafting policies and documentation to ensure organizational compliance and best practices.
- Designed and implemented programs, procedures, and guidelines to align the workforce with the company's strategic objectives, fostering a cohesive and productive work environment.
- Formulated goals, objectives, and systematic approaches to enhance operational efficiency and employee engagement.
- Actively engaged in administrative staff meetings, seminars, and various organizational gatherings to stay abreast of industry trends and contribute to strategic decision-making processes.
- Defined departmental metrics and key performance indicators to measure progress and align HR initiatives with the company's overarching strategic goals.
- Introduced and managed a performance management system incorporating performance evaluation criteria and feedback mechanisms to drive employee development and organizational success.

HR Recruiter/The Media (Media), Giza, Egypt Nov 2020 AUG 2022 part-time

HR Specialist/Rockall (Manufacturing), Cairo, Egypt SEP 2018 – FEB 2019

HR Admin/Abo Zeyada (Pharmacies Management), Cairo, Egypt JAN 2018 – SEP 2018

HR Admin/ ElNakib (Medical Center), Mansoura, Dakhlia, Egypt AUG 2013- JAN 2018

Education

JUN 2013

Bachelor of Language and Translation/ Mansoura University

Online Courses from 2018 to 2024

- Hr. Principles [Edraak](#)
- Talent Sourcing [SHRM](#)
- People Analytic [HRCI](#)
- Diversity Recruiting [SHRM](#)
- Understanding Business [BMI](#)
- Human Resources Payroll [HRCI](#)
- Virtual interviewing for HR [SHRM](#)
- Strategic Human Resources [SHRM](#)
- Human Resources Foundation [HRCI](#)
- Managing Employee Problems [HRCI](#)
- Creating a Top Talent Program [HRCI](#)
- Introduction to Employee Relations [HRCI](#)
- Building a Performance Management [SHRM](#)
- Hire, Retain, and Grow Top Millennial Talent. [HRCI](#)
- Organizational Learning and Development. [SHRM](#)
- Human Resources: Protecting Confidentiality [HRCI](#)
- Applying Analytics to Your Learning Program [HRCI](#)
- Understanding Organization and the Role of HR [HRCI](#)
- Employee Experience in a Hybrid Business World [HRCI](#)
- Hiring and supporting Neurodiversity in the Workplace [SHRM](#)
- Uncovering Unconscious Bias in Recruiting and Interviewing [SHRM](#)
- Setting and Managing Realistic Expectations for Your L&D Program [SHRM](#)
- Acing Your Strategy: A Human Approach to Successful Business Planning [SHRM](#)
- Marketing [EgyCham](#)

Activities

Literature • Art • Yoga • Reading • Travel