

Fatma Hussein Ibrahim

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WORK EXPERIENCE

Egyptus Recruitment

Sep.2025

Senior Recruitment Specialist

- End-to-End Talent Acquisition: Managed full-cycle recruitment for international markets across various industries (Engineering, Education, Construction, and Specialized Healthcare/Mental Health).
- Candidate Sourcing & Pipeline Management: Built and filtered extensive databases for diverse roles, including ABA therapists, speech specialists, and technical engineers, ensuring a high-quality talent pool.
- Rigorous Screening & Assessment: Conducted initial behavioral interviews and technical pre-screening to verify qualifications, certifications, and cultural fit.
- Interview Coordination: Facilitated and attended second/technical interviews (both virtual and in-person) between candidates and international employers, ensuring smooth communication.
- Offer & Rejection Management: Acted as the primary point of contact for candidates, delivering professional feedback, managing offer negotiations, and closing roles efficiently.
- Mobilization & Onboarding: Handled all post-selection logistics, including travel documentation, medical clearances, and contract attestation/legalization.
- Post-Placement Support: Monitored candidates' transition during their initial employment period abroad to ensure job satisfaction and successful integration, maintaining strong relations with both clients and employees.

My Cash Software Solution

Jan.2024-Des2024

Human Resources Specialist

- Responsible for managing all recruitment cycle including sourcing, Screening, interviewing, and Hiring.
- Managing the employee life cycle (hiring, onboarding and termination), new hire orientation, and exit interviews.
- Maintain accurate employee records and ensure compliance with all labor laws and regulations.
- Develop and implement HR policies and procedures.
- Provide an effective and dedicated HR advisory service to employees about absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee - relations matters.
- Responsible for managing payroll processing monthly updates to employee files, bonus / incentive pay, tracking vacation / sick pay, hourly employee validations and benefit changes.

Arabian Recruitment

Sep. 2022-Sep.2023

Recruitment Specialist

- Create Job Ads for a Variety of Jobs.
- Communicate with potential hires through many different Sources.

- Source and Screen CVS and job applications from my database and also use multichannel for sourcing for the required positions to be filled in.
- Conduct phone interviews with potential candidates to shortlisted qualified candidates.
- Schedule and Conduct face to face interview with the shortlisted qualified candidates.
- Conduct Frist interview with candidates.
- Follow up with the Accepted Candidates throughout the hiring and traveling process.

Atheel Contact Center
HR Recruiter

Jun.2022-Aug.2022

- Create Job Ads and Communicate with potential hires through many different Sources.
- Source and Screen CVS and job applications from my database and also use multichannel for sourcing for the required positions to be filled in.
- Conduct phone interviews with potential candidates to shortlisted qualified candidates.
- Schedule and Conduct face to face interview with the shortlisted qualified candidates.
- Follow up with the Accepted Candidates throughout the hiring process.
- Maintain a database of potential candidates for future hiring.

Adu Academy

Sep.2021-Present

Senior Operations & Talent Acquisition Specialist

Strategic Recruitment & Talent Acquisition

- Full-Cycle Recruitment Oversight: Leading the end-to-end hiring process, from strategic sourcing to final candidate selection.
- Advanced Interviewing: Conducting professional behavioral and competency-based interviews to ensure high-quality hires.
- Candidate Experience Management: Managing the entire communication funnel, including professional feedback, offer negotiations, and onboarding.
- Performance & Conduct Monitoring: Tracking employee integration and professional behavior to ensure alignment with organizational standards.

Operations & Academic Coordination

- Workflow Optimization: Developing and streamlining operational processes between departments to ensure maximum efficiency.
- Advanced Scheduling & Resource Planning: Overseeing complex monthly schedules for instructors and students, ensuring precise attendance tracking and conflict resolution.
- Financial Integrity: Managing detailed financial records and payment tracking with high accuracy and attention to detail.

EXTRACURRICULAR ACTIVITIES

- Delegate at the Nasser Military Academy at Decision Makers Course (26).
- Delegate at the Nasser Military Academy at crisis management and negotiation course (38).
- Delegate at the Nasser Military Academy in the educational course for strategic studies and national security (52).
- Delegate at Maaan Foundation.
- Member of human resources in media center at Ain shams university.

- Participated in the Arts leaders' preparation camp.
- Head HR in a student activity in faculty of Arts.
- Member in the United Nations simulation model, Ain shams university.

EDUCATION

Ain-Shams University

Bachelor of Arts in Ancient European civilization and languages department

2016-2021

INTERNSHIPS

Human Resource Diploma

May 2024-November 2024

EBS Academy

- Strategic planning – Organization Development - Personnel Management – Payroll – Talent Acquisition – Performance Management – Learning and development – Compensation and benefits.

Recruitment Department

Majorel Company

Oct 2021– Jan 2022

- Responsible for managing all recruitment cycle including sourcing, Screening, interviewing, and Hiring.
- Create Job Ads
- Source and Screen job applications from my database and also use multichannel for sourcing for the required Positions to be filled in
- Conduct phone interviews with the candidates to shortlisted qualified candidates.
- Schedule and Conduct face to face interview with the shortlisted qualified candidates.
- Follow up with the Accepted Candidates throughout the hiring process.
- Maintain a database of potential candidates for future hiring

Personnel Department

Work shop

Sep 2022– Oct 2022

- Responsible for all personnel activities including (filling, database, contracts, forms, social
- Handling social insurances forms #1, #2, and #6 and company car process.
- Provide all related required reports of personnel work activates.

• Social media training

Adu Academy

Dec 2021– Feb 2022

SKILLS

- Good User of Microsoft Office (Word, Excel, Visio, PowerPoint)
- Ability to deal with all levels of management & personnel.
- Ability to learn new tasks quickly.
- Good communication, presentation and Organization skills.
- Decision making, Crisis management and Negotiation.

- Work under stress, teamwork, leadership, Organizer, Time Management, creativity.

LANGUAGE SKILLS

- Arabic “Native”
- English “Very good”

PERSONAL DATA

Date of birth

20, Aug 1998