

Salma Nabil Abd El Mahbood

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Personal Date

- Birth Date: 29/10/1998
- Nationality: Egyptian
- Marital Status: Single

Education

- University: Modern Academy for Engineering and Technology
- Qualification: Bachelor of communication Engineering, July 2021
- Grade : Good
- Graduation Project: Smart ambulance
- Grade of graduation Project: Excellent

Work experience

- Title: **HR& OD Specialist**

Organization: Kandil Steel

From: March 2024 to: Till Now

Job Description:

1- Recruitment and Selection

- Deal with manager to fulfill hiring needs (White & Blue Collars) with a complete recruiting cycle from job posting to introduction Program in a timely basis aligned with company policies and procedures
- Preparing all procedures and documentation for exit process (Exit Interviews)

2- Training

- Conduct Training needs analysis for all employees
- Design and Develop Training plan
- Implement Training Courses
- Evaluate all Training Courses
- Recommend /Implement Training and Development System
- Development System

3- OD Activities

- Great job descriptions and interview questions that reflect each position requirements
- Assist in establish and updating competency models assessing employs competencies and gaps
- Implement HR Policies throughout the organization and submit development
- Contribute to development of policies and procedures under head of HR Manager

- **Title: Recruitment Specialist**
Organization: BDO Esnad

From: March 2022 to: February 2024

Job Description:

- Responsible for full life cycle recruiting and hiring for CSR.
- Establishes recruiting requirements by studying organization plans and objectives meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.

- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and jobsites.
 - Determines applicant qualifications by interviewing applicants; analyzing responses verifying references; comparing qualifications to job.
 - Responsible for interviewing, scheduling testing and selecting the best candidates for opening vacancies.
 - Follow up with the candidate for the acceptance/rejection of the employment offer and respond to any inquiry.
 - Enters data of accepted candidates on the Recruitment Sheets, make analysis and extract team resultant support in our company functions.
 - Responsible for recruiting call center, and back-office agents.
 - Phone interviewing, Scheduling & Follow & direct job posting, screening CVs, making interviews, delivering job offers & Hiring to ensure that the company has Staff of the right caliber to enable it to meet its corporate objectives
- **Title: Recruitment Specialist**
Organization: Chubb Life
 From July 2021 TO February 2022

Job Description:

- Responsible for full life cycle recruiting and hiring for CSR.
 - Establishes recruiting requirements by studying organization plans and objectives meeting with managers to discuss needs.
 - Phone interviewing, Scheduling & Follow & direct job posting, screening CVs, making interviews, delivering job offers & Hiring to ensure that the company has Staff of the right caliber to enable it to meet its corporate objectives
- **Title: Call center**
Organization: Raya company
 From April 2020 to September -2020

Courses:

1. CCNA

2. Mobile package (2G,3G)

Computer Skills

- CST: EM field simulation software (design some type of antenna)
- NI LABVIEW:(SDR) the design solution to rapidly prototype wirelesscommunications systems (design some type of modulation)
- MATLAB
- Microsoft Office.
- Arduino
- C++

Training experience

- Basic of computer and communication
- Arduino and PCB
- mobile package
- Embedded Systems

Special Skills

- Hard Worker.
- Fast learner
- Communication skills
- Goal Oriented

Languages:

- **Arabic:** Native language
- **English:** Very good written and spoken

Activities:

- Participation as an Organizer in robot Masr Competition