

Yasmine Mohamed

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With over three years of experience in recruitment, seeking a job in a position where I will have the chance of utilizing my Education background in Education, Management, and communication and upgrade my skills in the field. I'm geek with learning about IT/ Software industry. I work as technical recruiter. Social media is one of my tools in hunting and recruiting talents that I use, technical platforms. I have successfully hired regional candidates for various technical positions, including (AI Engineer, front-end, back-end developers, .Net developer, Drupal developer, Oracle developer, Java developer, Mobile application developer, QC Engineer, UI/UX designer, Business analyst, Project manager, Odoo functional consultant, Integration Engineer and others).

Experience

Senior Talent Acquisition Specialist at 700Apps.

May 2025 – Present

Talent Acquisition Specialist at 700Apps.

May 2023 – May 2025

I am responsible for managing talent acquisition, development, and retention initiatives within the organization. My key responsibilities include conducting recruitment processes, contributing to performance management activities, facilitating employee engagement efforts, and collaborating with HR teams to drive organizational success through effective talent practices.

Responsibilities:

- ✓**Creating Job Descriptions:** Draft and tailor job descriptions that accurately reflect the requirements and expectations of technical positions.
- ✓**Sourcing and Identifying Candidates:** I utilize various channels such as headhunting, social media LinkedIn and ATS (Workable - ZenATS), professional networks, and referrals to source and identify potential candidates for technical positions.
- ✓**Screening and Evaluating:** I review resumes, conduct technical screenings, and assess candidates' technical skills, experience, and cultural fit for the organization.
- ✓**Conducting HR Interviews:** I conduct HR interviews, evaluating candidates' suitability for the organization's culture, assessing their soft skills, and determining who is accepted or rejected.
- ✓**Technical Interview Coordination:** I schedule and coordinate technical interviews, facilitate communication between candidates and hiring managers, and manage the interview process.
- ✓**Sending Job Offers:** Prepare and send job offer letters to selected candidates, ensuring all terms and conditions are clearly outlined.
- ✓**Negotiating with Candidates:** Engage in negotiations with candidates regarding salary, benefits, and other employment terms to ensure mutual agreement.
- ✓**Pipeline Development:** I develop and maintain a pipeline of qualified technical candidates for future hiring needs, including passive candidates and those with specialized skills.
- ✓**Collaboration with Hiring Managers:** I partner with technical hiring managers to understand their staffing needs and provide guidance throughout the recruitment process.
- ✓**Data Management:** I maintain accurate and up-to-date records of technical candidate information, recruitment activities, and hiring metrics in the applicant tracking system.

Recruiter at Majorel Egypt.

Dec 2022 –May 2023

- ✓ Design and implement overall recruiting strategy
- ✓ Develop and update job descriptions and job specifications
- ✓ Perform job and task analysis to document job requirements and objectives
- ✓ Source and recruit candidates by using databases, social media etc
- ✓ Screen candidates resumes and job applications
- ✓ Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- ✓ Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- ✓ Onboard new employees in order to become fully integrated
- ✓ Monitor and apply HR recruiting best practices
- ✓ Provide analytical and well documented recruiting reports to the rest of the team

Banking Accounts: (outsourcing) Admin assistant, Data Entry, tele sales, sales outdoor, Call center and Admin Accountant.

Education:

Bachelor Degree, Faculty of Commerce Helwan university (Department Foreign trade)

Skills:

- MS Office (Word - Excel - Google Drive - Power point)
- Competency Based Interviewing (CBI)
- Recruitment and Selection
- Presentation Skills
- Negotiation
- Adaptability
- Emotional Intelligence
- Relationship Building
- Collaboration
- Fast learner
- Ability to work under pressure.
- Decision making.
- Problem solving.
- communication skills.
- Observant.

Courses:

- SPHRI (In progress)
- Human Resource Diploma from (Feb 2021 _ Mar 2021)
- Soft skills Diploma from (Feb 2021 _ Mar 2021)

Language:

- Arabic: mother tongue
- English: Excellent