

Habiba Nassar

Talent Acquisition Specialist | HR Recruiter | Sales Specialist

✉ habibanassar19@gmail.com ☎ 01276707977 📍 Cairo, Egypt

🌐 [linkedin.com/in/habiba-nassar-ab83b1369](https://www.linkedin.com/in/habiba-nassar-ab83b1369)

PROFILE

Talent Acquisition and Recruitment Professional with experience in full-cycle recruitment, candidate sourcing, screening, interviewing, onboarding, and hiring coordination. Strong background in sales and customer service within multinational organizations. Skilled in stakeholder management, candidate engagement, and building strong professional relationships in fast-paced environments.

EXPERIENCE

Hr recruitment

04/2026 – 06/2026

Teleperformance

Cairo

- Managed the full recruitment lifecycle from sourcing to onboarding.
- Conducted 10–15 interviews daily for multiple hiring campaigns.
- Managed candidate pipelines and recruitment tracking activities.
- Handled up to 17 active candidates simultaneously across different recruitment stages.
- Successfully hired 5–10 candidates through recruitment cycles.
- Coordinated interview scheduling, hiring documentation, and onboarding activities.
- Collaborated with hiring managers to support recruitment targets and hiring needs.
- Utilized Google Sheets and internal systems to improve recruitment workflow efficiency.

Sales Representative

06/2025 – 04/2026

Transcom

Cairo

- Delivered customer-focused sales support and product consultation.
- Built professional relationships with clients and internal teams.
- Supported store operations, reporting, and daily coordination tasks.

Sales & Technical Support Representative

09/2024 – 08/2025

Concentrix

Cairo

- Delivered customer-focused sales support and product consultation.
- Built professional relationships with clients and internal teams.
- Supported store operations, reporting, and daily coordination tasks.

Sales & Technical Support Representative

12/2023 – 09/2024

Teleperformance

Cairo

- Handled high-volume customer interactions while maintaining professionalism and confidentiality.
- Managed customer complaints, escalations, and technical issues in line with company policies.
- Coordinated schedules, follow-ups, and internal communications across departments.
- Maintained accurate customer records and documentation.
- Achieved target by average 89% per month
- Achieved sales target of lines and internet every month

HR & Recruitment

06/2019 – 05/2020

AIBE Student Activity

Ain Shams University

- Delivered HR sessions to a class of 23 students.
- Coordinated interview scheduling and candidate communication.
- Supported recruitment interviews and onboarding activities.
- Assisted in training coordination and participant follow-up.
- Maintained employee and member records with confidentiality.
- Supported attendance tracking and HR administrative tasks.
- Assisted in implementing HR policies and procedures.

EDUCATION

Bachelor of commerce (management)
Ain shams university (ASU)

01/2019 – 2023
Abassya,cairo

Faculty of Arts (Oriented Arts)
Ain Shams University

2018 – 2019

SKILLS

- | | |
|--------------------------|--------------------------|
| • Talent Acquisition | • Recruitment |
| • Full-Cycle Recruitment | • Microsoft Word & Excel |
| • Candidate Sourcing | • Interview Coordination |
| • ATS | • Stakeholder Management |
| • CRM Systems | • Onboarding |
| • Sales | • Customer Service |
| • Candidate screening | |

LANGUAGES

English
B2 (upper intermediate)