

Peter Refaat Anwar

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Professional Summary

Results-driven Talent Acquisition Team Leader with extensive experience in managing end-to-end recruitment operations across multiple industries, including beauty & aesthetics, design & furniture, and retail. Skilled in building recruitment systems from scratch, developing sourcing strategies, and leading high-performing teams to meet aggressive hiring targets. Known for combining strategic thinking with hands-on execution to attract, select, and retain top talent. Passionate about people, growth, and creating structured HR processes that drive business success. Currently leading recruitment operations and building HR systems that align with business growth goals.

Personal Data

Date of Birth	: August 16, 1995
Place of Birth	: Cairo, Egypt
Nationality	: Egyptian
Marital Status	: Single
Military Status	: Exempted

Education

bachelor of Information Systems, Modern Academy, 2017.

Work Experiences:

- **Technical Support at Xceed:**
(January 2017 till July 2017)
Solving the problems of Internet lines by telephone and turning the problems difficult to solve to the top section
- **Recruitment Coordinator at Egyptian Board Academy:**
(July 2018 till July 2019)
 - **Recruitment:**
Responsible for recruitment & Selection process: "Job Posting, screening, interview testing. and hiring sales outdoor, marketing, and usher
 - **Personnel:**
Responsible for the day-to-day administration of policies and procedures
Organize and complete Employees files and contracts
 - **Performance appraisal:** Coordinate evaluation process for old
- **Recruitment Coordinator at Fawry banking and payment technology services:**
(October 2019 Till February 2020)
 - **Recruitment:**
Hiring for sales outdoor, retail, fmcg and marketing
It is responsible for completing the appointment paper and submitting it in full to HR.
 - **Personnel:**
Responsible for the day-to-day administration of policies and procedures
Organize and complete Employees files and contracts.

- **Recruitment Specialist at Fawry banking and payment technology services:**
 (March 2020 Till July 2021)
 - **Recruitment:**
 Interviews with new sales representatives, retail, fmcg, and promotion of old representatives who supervise areas
 Achieve the target year, which is required from the human resources manager
 Appointing the new call center and following up the daily schedules for interviewing with the HR Coordinator
 Appointment of assistants to a direct sales manager
 Monthly follow-up in the target year with district managers
 A monthly job evaluation for the HR Coordinator

- **Senior Recruitment Specialist at Post Distribution (PDC Company).**
 (September 2021 – December 2024)
 - **Recruitment:**
 Researching new opportunities in how the company can find and attract better candidates.
 Support directly with recruiters in recruitment cycle.
 Track hiring metrics including time-to-hire, time-to-fill, and source of hire.
 Search for suitable candidates via social media and other channels and screen resumes.
 Coordinating interviews with the hiring managers.
 Conduct exit interview and prepare exit interview analysis.
 Maintain a database of potential candidates for future job openings.
 Reports on hiring progress weekly and monthly.
 Lead a team of recruit.
 - **Personnel:**
 Responsible for the day-to-day administration of policies and procedures
 Organize and complete Employees files and contracts

- **Talent Acquisition Team leader at Mohamed & Ramy Barber Salon:**
 (December 2024 – November 2025, Full Time)
 - **Recruitment:**
 Opening new communication channels... controlling the numbers that the team communicates with and the ability to persuade and appoint... achieving the target... reducing resignations and knowing the reason and the ability to solve the problem... creating advertisements and not wasting numbers... creating a team of advisors... and following up on their arrival and how they work.
 Create weekly and monthly reports and evaluations for the recruitment department team and the hiring process.
 Conduct interviews to determine the cause of high turnover and resolve the issue.
 Hold weekly or monthly meetings with managers of other departments to follow up on the hiring process and reduce high turnover.
 Hiring position white & blue color.

- **Talent Acquisition Supervisor & Performance Management Specialist Egypt & KSA Operations at Carpiture Furniture:**
(November 2025 – Present, Full Time).

Managing full-cycle recruitment for both White-Collar and Blue-Collar positions across 11 branches in Egypt and Riyadh, KSA.

Handling manpower replacement and workforce planning to ensure operational continuity. Conducting job analysis meetings with department managers to develop accurate and structured Job Descriptions, aligned with business needs.

Presenting hiring plans and finalized job descriptions to the company owner for approval. Evaluating newly hired employees during probation period and providing structured performance feedback.

Participating in performance evaluation processes for department managers and employees in coordination with line managers.

Supporting leadership in talent assessment and decision-making related to promotions and performance improvement.

- **Talent Acquisition Specialist at Hollywood clinic:**
(Jun 2024 – Present, Part Time).

Responsible for recruiting roles across various departments, including frontline, medical, and creative positions within the clinic.

Managing candidate sourcing, screening, and selection through social platforms.

Supporting employer branding initiatives to attract and retain high-quality candidates.

- **Talent Acquisition Specialist at Elite Interior Design & Furniture:**
(Jun 2024 – Present, Part Time)

Responsible for recruitment across design, technical, and sales departments.

Successfully built and maintained a strong talent pipeline while enhancing hiring quality and candidate experience.

Supported management in developing the HR structure, job descriptions, and performance evaluation systems

Computer Skills:

Excellent command of Microsoft Office (Word, Excel, PowerPoint, Outlook).

Strong internet research and digital communication skills.

Proficient in using various HR and administrative software systems.

Personal Skills:

Creative thinker with strong problem-solving and decision-making abilities.

Self-motivated, ambitious, and results-driven.

Excellent time management and ability to work under pressure.

Strong teamwork and leadership spirit.

Resilient and able to handle challenges professionally. **Language Skills:**

English: Good command (Written & Read).

Arabic: Native language.

Courses & Certifications:

- Currently pursuing a Master's Degree in Business Administration (MBA) – Ain Shams University (Financial Management Major).
- Soft Skills Diploma – Egyptian Board Academy (Apr 2019).
- Human Resources Training Program – Egyptian Board Academy (1 month).

- HR, Leadership & Character Building Certificate – Higher Institute of Graduate Studies, League of Arab States (May 2019).
- English Course – AUC (Level 7 completed, Sept 2018).
- Network Basics – Capital Academy (Jan 2019).

Extracurricular Activities:

Owner of a Real Estate & Brokerage business

I Can present:

Human Resources Management:

CV Writing, Interview Skills, Talent Acquisition, and HR Planning.

Human Development:

Time Management, Self-confidence, Personality Analysis, Creative Thinking, Customer Service, and Motivation.

Financial Consulting:

Business Management, Financial Planning, Feasibility Studies, and Administrative Support.

References:

Available upon request.