

AHMED YOUSSEF ABDELMONEM

HR Recruiter & Certified Trainer

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Military Status: Performed Service | Marital Status: Single

PROFESSIONAL SUMMARY

Results-driven HR Recruiter and Certified Trainer with extensive experience in talent acquisition, recruitment coordination, and HR operations. Proven ability to manage end-to-end recruitment processes, from sourcing and interviewing to onboarding and integration. Experienced in using Odoo and Mental systems for HR administration, reporting, and workforce management. Adept at executing training programs and aligning human resources strategies with organizational growth.

PROFESSIONAL EXPERIENCE

HR Recruiter (Talent Acquisition Officer) | Seif Pharmacies (Seif Group) *Oct 2025 – Present*

- Manage full-cycle recruitment processes to attract and hire qualified talent across various sectors.
- Source, screen, and interview candidates while facilitating smooth onboarding and employee integration.
- Utilize HRIS systems (Odoo & Mental) and data analysis to streamline recruitment workflows and generate administrative reports.

Administrative Coordinator | MSA University *Sep 2024 – Sep 2025*

- Coordinated Maintenance Department workflows, schedules, and internal communications.
- Managed administrative tasks, data tracking, and operations reporting within the department.

HR Recruiter | Top Force Recruitment Company *Mar 2023 – Aug 2024*

- Conducted mass recruitment and specialized sourcing to meet diverse client requirements.
- Screened applicant resumes, coordinated interviews, and managed candidate databases.

EDUCATION

Bachelor of Archaeology and Tourism Guidance | Misr University for Science and Technology (MUST)

Graduation: 2021

- Specialization: Restoration and Conservation of Antiquities.
- Grade: Excellent with Honors (GPA: 3.73 / 4.00 | Percentage: 87.88%) | Ranked Second in Class.

CERTIFICATIONS & TRAINING

- Training of Trainers (TOT) Program in Entrepreneurship – Egyptian National Commission for Education, Science and Culture, in cooperation with UNESCO and the Ministry of Higher Education and Scientific Research.
- Entrepreneurship Program – Egyptian National Commission for Education, Science and Culture, in cooperation with UNESCO and the Ministry of Higher Education and Scientific Research.
- Certified Trainer in Sustainable Development – Ministry of Planning and Economic Development and the National Institute for Governance and Sustainable Development (NIGSD).
- Graduate of the VALUE Program for Youth Leadership Development – Hayah Karima Foundation and the National Training Academy (NTA) under the Presidency of the Arab Republic of Egypt.
- Graduate of the National Training Academy (NTA) under the Presidency of the Arab Republic of Egypt.

- Graduate of the “Be a Sustainable Development Ambassador” Initiative (3rd Cohort) – Ministry of Planning and Economic Development and the National Institute for Governance and Sustainable Development (NIGSD).
- Graduate of the Governance and Digital Transformation Ambassadors Program (7th Cohort) – Engineers for Sustainable Egypt Foundation.
- Graduate of the Technological Awareness Ambassadors Program – Ministry of Social Solidarity and the Leaders for Administrative Science and Development Foundation.
- Graduate of the Holy Family Route Revival Program (1st Cohort) – Ministry of Youth and Sports, Al-Azhar Al-Sharif, and the Coptic Orthodox Church.
- Training Course in Risk Analysis and Management in Archaeological and Heritage Sites – Faculty of Archaeology, Fayoum University.
- Training Course in Illicit Trade in Handcrafted Artifacts (CircArt) and Illegally Excavated Antiquities – Misr University for Science and Technology in cooperation with The British Museum, London.
- Training Course in Museum Studies, Archaeology, and Heritage and Their Relation to Other Sciences (Modern Trends and Future Vision) – Faculty of Archaeology, Fayoum University.
- Training Course in Digital Technology Applications in Archaeology, Museums, and Heritage – Faculty of Archaeology, Fayoum University.
- Training Course in Restoration and Maintenance of Inorganic Antiquities – The Egyptian Museum, Cairo.
- Training Course in Effective Leadership Skills – Egypt Center for Entrepreneurship and Innovation in cooperation with the National Institute for Governance and Sustainable Development.
- Training Course in Influential Leadership and Effective Management – Edraak Platform.
- Training Course in Effective Leadership – HP Foundation.
- Training Course in Effective Communication Skills – Edraak Platform.
- Training Course in Time Management and Organization – Edraak Platform.
- Training Course in Successful Thinking – HP Foundation.
- Training Course in Effective Lectures and Presentation Skills – HP Foundation.
- Training Course in Human Resources Management (HR) Principles – Edraak Platform.
- Training of Trainers (TOT) Program – Edraak Platform and the International Board of Certified Trainers (IBCT).
- Training of Trainers (TOT) Program – National Institute for Governance and Sustainable Development, Ministry of Planning and Economic Development.
- Awareness Program on Sustainable Development Goals (SDGs) for Youth – Ministry of Climate Change and Environment, United Arab Emirates.
- Youth for Change (Climate Change Academy Program) – Ministry of Climate Change and Environment, United Arab Emirates.
- Climate Change Academy Program – Eyouth in cooperation with the Ministry of Climate Change and Environment, United Arab Emirates.
- Training Course in Waste Recycling and Environmental Sustainability – Edraak Platform.
- International Computer Driving License (ICDL) – Misr University for Science and Technology.

SKILLS

Professional Skills:

- Talent Acquisition & Full-Cycle Recruitment
- Sourcing & Candidate Screening
- Interviewing & Selection
- Onboarding & Employee Relations

- HR Operations & Administration
- HRIS (Odoo ERP & Mental HR System)
- HR Analytics & Reporting
- Microsoft Office (Excel, Word, PowerPoint)
- Data Analysis & Dashboard Reporting

Soft Skills:

- Communication & Interpersonal Skills
- Negotiation & Persuasion
- Teamwork & Collaboration
- Organizational Skills
- Time Management
- Problem Solving
- Adaptability & Flexibility
- Attention to Detail

Languages:

- Arabic (Native)
- English (Very Good).