

MARTINA MAGDY NAGUIB

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PROFESSIONAL SUMMARY

HR Professional with 7+ years of progressive experience in recruitment, HR operations, talent acquisition, and administrative management across healthcare, technology, insurance, and creative industries. Proven ability to manage full-cycle recruitment, support HR operations, lead teams, and oversee branch and office management. Strong communicator with a track record of building trusted relationships with stakeholders, improving operational efficiency, and supporting business growth.

PROFESSIONAL EXPERIENCE

- Human Resources Specialist, Nano Health Suite**

2025 – Present
Cairo

 - Manage end-to-end recruitment for software, technical, and business roles.
 - Partner with hiring managers to define job requirements and hiring plans. Source, screen, and interview candidates using LinkedIn, job portals, and referrals.
 - Coordinate technical interviews and manage interview logistics.
 - Handle offer discussions and ensure smooth onboarding processes.
 - Maintain recruitment databases, reports, and hiring metrics.
 - Support HR operations and employee engagement initiatives.
 - Ensure recruitment practices align with company standards and labor laws.
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- HR Specialist & Administrative Officer → Branch Manager (Promoted), Block Gemini**

2024 – 2025

 - Led full recruitment cycles including job posting, screening, interviews, and onboarding.
 - Maintained employee records and ensured compliance with labor laws and HR policies.
 - Supported payroll by validating attendance, leaves, and HR documentation.
 - Assisted in performance evaluation and employee development plans.
 - Conducted exit interviews and managed offboarding processes.
 - Oversaw daily branch and office operations, ensuring workflow efficiency.
 - Managed office logistics, vendors, supplies, and maintenance.
 - Scheduled meetings, prepared reports, and maintained organized filing systems. Ensured a safe, compliant, and productive work environment.
- Freelance HR Specialist, Hulul Digital Marketing Agency**

2024 – 2024

 - Identified hiring needs with department managers.
 - Posted job ads, screened candidates, and conducted HR interviews.
 - Coordinated technical interviews and onboarding for freelancers and part-time staff.
 - Maintained structured candidate pipelines and documentation.

Recruitment Specialist, Comma Creative Solutions	2023 – 2024
• Prepared job descriptions and posted vacancies across multiple platforms. • Screened CVs and coordinated interviews with department heads. • Conducted HR interviews and supported technical interview stages. • Prepared hiring documents, contracts, and maintained employee records.	
Recruitment Specialist (Contract), El Delta Insurance Company	2021 – 2022
• Sourced and interviewed candidates for various roles. • Coordinated interview schedules and hiring decisions. Supported onboarding and tracked recruitment metrics.	
HR Assistant, GlaxoSmithKline (GSK)	2017 – 2018
• Supported recruitment, compensation, and personnel departments. • Coordinated internal meetings and training sessions. Assisted in inventory tracking and vendor coordination.	
Executive Secretary, Royal Advertising Agency	2015 – 2016
• Coordinated events, conferences, and client communications. Prepared reports and supervised task distribution with IT teams.	
HR Assistant, Oxygen Gym	2013 – 2014
• Supported recruitment, onboarding, and performance planning. • Coordinated hiring plans with accounting and management teams.	

EDUCATION

HR Certificate, American University in Cairo (AUC)	2016 – 2017 Cairo
B.A. in Philosophy, Ain Shams University Grade: Good	2008 – 2011 Cairo

CORE COMPETENCIES

• Full-cycle Recruitment & Talent Acquisition	• HR Operations & Employee Relations
• Onboarding & Offboarding Processes	• HR Policies & Labor Law Compliance
• HR Analytics & Recruitment Reporting	• Office & Branch Management
• Stakeholder & Hiring Manager Coordination	• Team Leadership & Performance Support

CAREER OBJECTIVE

Seeking a Senior HR Specialist, HR Generalist, Branch Management role or Senior Talent Acquisition where I can leverage my experience in recruitment strategy, HR operations, and team leadership to drive organizational efficiency and sustainable growth.

SOFT SKILLS

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| • Decision-Making | • Communication |
| • Leadership | • Time Management |
| • Adaptability | • Teamwork |
| • Problem Solving | |