

Maria Maged Sobhy

Talent Acquisition Specialist | Full Recruitment Lifecycle | Technical & Non-Technical Hiring | HR Systems (Odoo)

Phone :01221310925 | Email: mareya.maged@gmail.com | LinkedIn: www.linkedin.com/in/maria-maged-4a9a73243 | Location: Shubra Misr, Cairo, Egypt

Professional Summary

Results-driven Talent Acquisition professional with a strong background in recruiting both technical and non-technical roles across diverse functions. Experienced in managing the full recruitment lifecycle, from workforce planning and sourcing to interviewing and onboarding. Adept at collaborating with hiring managers and stakeholders to deliver data-driven hiring solutions. Proficient in HR systems, including Odoo, with a solid foundation in onboarding processes, people operations, and recruitment analytics.

Professional Experience

Talent Acquisition Specialist – Egypro FME (Wadi Degla) (August 2025 – Present)

- Manage the full recruitment lifecycle for roles.
- Collaborate with stakeholders and hiring managers to define job requirements and workforce needs.
- Prepare job descriptions and publish job postings across recruitment platforms.
- Screen CVs, conduct HR interviews, and coordinate technical interviews.
- Schedule interviews and manage candidate communication.
- Support onboarding processes and ensure smooth integration of new hires.
- Utilize Odoo HR system for recruitment tracking, reporting, and employee records.
- Support building strong, collaborative, and high-performing teams.

People Operations – MaxAB E-commerce (January 2025 – August 2025)

- Manage medical insurance and employee benefits across multiple entities.
- Oversee the full employee lifecycle from onboarding to offboarding.
- Maintain accurate HR documentation and confidential employee records.
- Ensure compliance with labor laws and internal HR policies.
- Coordinate with payroll and management teams for accurate employee transactions.

HR Generalist – NG Design (July 2024 – January 2025)

- Provided administrative HR support including documentation and data management.
- Processed and analyzed attendance records to support payroll accuracy.
- Recruited candidates for Accountant, Administrator, and Architectural Engineer roles.
- Supported internal communication through meetings and company events.

Training Experience

HR Trainee – EVA Pharma (August 2023 – September 2023)

- Developed strong time management and soft skills essential for HR operations.
- Gained hands-on experience in payroll processing and HR administrative tasks.
- Collaborated with the finance team to ensure accurate and timely salary disbursements.

HR Trainee – Fresh Company (July 2022 – August 2022)

- Supported recruitment activities, including candidate screening and coordination.
- Assisted in payroll management and HR operational processes.
- Contributed to an AI-driven communication project aimed at enhancing HR efficiency and employee responsiveness.

Education

Faculty of Commerce and Administration – Helwan University (2024)

Major: Business Information Systems (BIS)

Grade: Excellent (GPA: 3.81 / 4.0)

Key Skills

Talent Acquisition, End-to-End Recruitment, Odoo HR System, Interviewing & Scheduling, Onboarding Process, Stakeholder Management, Team Building, HR Operations, SQL, Python, JavaScript, HTML, CSS, Microsoft Excel, Word, PowerPoint

Certifications

- HR Fundamentals Course (by Leaders) Covered essential areas of Human Resources, including Recruitment & Selection, Learning & Development, Performance Management Systems, Compensation & Benefits, and Labor Law & Social Insurance.
- Human Resources Metrics & Analytics Online Workshop (by Leaders)

Computer Skills

- Programming Languages: Python, JavaScript, PHP, C++.
- Web Development: HTML, CSS.
- Database Management: SQL.
- Networking & IT: Cisco.
- Productivity Tools: Microsoft Office (Excel, Word, PowerPoint)