

NADA ALI

Talent Acquisition Specialist | HR Operations & Employee Relations

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PROFESSIONAL SUMMARY

Talent Acquisition Specialist with strong experience in high-volume recruitment, HR operations, employee relations, training coordination, and workforce planning across ready-mix concrete, construction, and security sectors in Egypt and Saudi Arabia.

Proven ability to manage full recruitment lifecycle and deliver measurable results, including over 210 hires and 520+ structured interviews in less than one year. Experienced in recruiting white-collar, blue-collar, technical, engineering, and administrative roles while supporting HR operations, policies, and training initiatives that improve organizational efficiency.

PROFESSIONAL EXPERIENCE

CON MIX Ready-Mix Concrete Company | Egypt & Saudi Arabia

Talent Acquisition Specialist | HR Operations

Sep 2025 – Present

Talent Acquisition & Recruitment

- Delivered 210+ hires across engineering, technical, operational, and administrative roles
- Conducted 520+ structured interviews improving hiring accuracy and candidate quality
- Managed full-cycle recruitment from manpower request to onboarding
- Built and maintained pipelines for critical and hard-to-fill positions
- Coordinated with department heads in Egypt and Saudi Arabia to define hiring needs
- Prepared recruitment KPIs, reports, and workforce analytics
- Managed mass hiring for both white-collar and blue-collar positions.

Key Roles Recruited

- Drivers (Mixer, Service, Heavy Equipment)
- Plant Workers, Operators, Assistants

- Storekeepers & Procurement Staff
- Engineers (Site, Technical Office, Revit, Steel Structure)
- Quantity Surveyors, Cost Control & Estimation Engineers
- Maintenance Technicians (Mechanical, Electrical, Hydraulic, Diesel)
- Accountants (Tax, AP/AR, General, Plant Accounting)
- HR & Administrative Staff
- IT & Support Functions

Saudi Arabia Recruitment Support

- Supported recruitment operations for Saudi construction back-office functions
- Recruited engineering, accounting, and administrative professionals supporting project operations

Training & Development

- Conducted Training Needs Analysis (TNA) with department managers
- Developed annual training plans aligned with business needs
- Built training matrices across departments
- Coordinated with external training providers
- Evaluated training programs based on quality and cost effectiveness

HR Operations & Employee Relations

- Managed attendance, leave, and absenteeism tracking
- Maintained HR databases and employee records
- Supported HR policy development and implementation
- Developed internal procedures for attendance, leave, and disciplinary actions
- Prepared HR reports and workforce documentation

Personnel Support

- Maintained employee files and documentation
- Prepared employment contracts and confidentiality agreements
- Supported Social Insurance forms (Form 1 & Form 6)

- Assisted in job description updates and documentation processes

LEEDS Security Services

HR / Recruitment Specialist

Jan 2025 – Aug 2025

- Managed full-cycle recruitment for security and administrative roles
- Coordinated interviews and hiring schedules with department heads
- Supported onboarding and employee integration processes
- Assisted in training coordination and employee follow-up
- Monitored probation and performance evaluation for new hires

CORE SKILLS

Talent Acquisition | Full-Cycle Recruitment | Mass Hiring | Workforce Planning | Employee Relations | HR Operations | HR Policies & Procedures | Training & Development | Training Needs Analysis (TNA) | HR Analytics | HR Reporting & KPIs | Microsoft Excel | Microsoft Office

RECRUITMENT TOOLS

LinkedIn Recruiter | LinkedIn | Facebook Recruitment Platforms | WhatsApp Hiring Channels | Job Boards | Internal HR Systems | Employee Referrals | Talent Pipeline Development

EDUCATION

Bachelor of Mass Communication (Radio & Television)

El Shorouk Academy – 2024

CERTIFICATIONS

HR Diploma – SABA Academy (2025)

HR Course – Success Academy

HR Coordinator Training – Enactus

English Courses – AUC