

Nesma Ahmed Mohamed

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Summary

Detail-oriented Recruitment Specialist with experience in supporting recruitment processes, including job posting, sourcing candidates, CV screening, and interview coordination. Skilled in using multiple recruitment channels to attract qualified candidates and maintaining accurate candidate databases. Strong organizational and communication skills with the ability to manage multiple vacancies and ensure a smooth recruitment process.

Working Experience

HR Talent Acquisition at FRSATK Recruitment Agency (From Jan 2026 till Present)

- Manage recruitment process (sourcing, screening, hiring).
- Partner with hiring managers to understand hiring needs and job requirements.
- Screen CVs and shortlist candidates based on job requirements.
- Maintain and update candidate databases.
- Follow up with candidates throughout the hiring process.
- Develop and post job advertisements across various platforms.
- Source candidates through job boards, social media, networking, and referrals.
- Conduct CV screening and initial interviews.
- Coordinate and schedule interviews with department heads.
- Ensure compliance with company policies and labor regulations.

HR Talent Acquisition at ALFA recruitment company (From Feb-2025- Jan-2026)

- Manage recruitment process (sourcing, screening, hiring).
- Screen CVs and shortlist candidates based on job requirements.
- Partner with hiring managers to understand hiring needs and job requirements.

- Maintain and update candidate databases.
 - Follow up with candidates throughout the hiring process.
 - Develop and post job advertisements across various platforms.
 - Source candidates through job boards, social media, networking, and referrals.
 - Conduct CV screening and initial interviews.
 - Coordinate and schedule interviews with department heads.
 - Ensure compliance with company policies and labor regulations.
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- **Senior VISA processing at ALFA recruitment company (Feb 2022 till Feb 2025)**
 - Receiving all visa requests either from direct clients or internally from the outgoing department.
 - Ensure that all of the information provided by the clients is accurate and correct, to confirm that everything is done before the interview date.
 - Ensure all documentation complies with immigration laws and government regulations.
 - Track visa application status and ensure timely renewals.
 - Handle complex visa cases and provide guidance to employees.
 - Maintain accurate records of visa documentation and application status.
 - Support internal departments with immigration-related queries.
 - Stay updated with changes in visa and immigration regulations.
 - Inform the client about all needed documents which should be provided, in addition to revising properly.
 - Filling visa applications and booking appointments (Medical, Eye print).
 - Submission of passport and visa applications to embassies.
 - Provide regular follow-up on all inquiries.
 - Finalizing the procedures of the candidates to travel abroad such as documents.
 - **Administrative Assistant El Shames Labs (From Jan 2020 till Feb 2022)**
 - Book meetings and schedule events
 - Maintain a filing system for data on customers and external partner
 - Prepare regular report
 - Organize, store and print company documents as needed
 - Handle queries from managers and employees

Education

Bachelor of Law, Ain Shams University (2018)

Soft skills

- * Strong Communication Skills
- * Time Management
- * Organization Skills
- * Attention to Detail
- * Multitasking Ability
- * Problem Solving
- * Teamwork and Collaboration
- * Confidentiality and Professionalism
- * Relationship Building
- * Coordination Skills

Languages

Arabic: Native.

English: Very Good.