

RAWAN HASAN

HUMAN RESOURCES SPECIALIST |
RECRUITMENT LEAD

010-18090617

Cairo- Heliopolis

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Syrian

SUMMARY

Human Resources Specialist with expertise in talent acquisition, full-cycle recruitment, employee relations, and HR operations. Proven track record in onboarding top talent, managing employee lifecycle processes, and ensuring compliance with labor laws. Skilled in HRIS systems, conflict resolution, and employee engagement strategies that drive retention and organizational performance.

SKILLS

- Strong problem-solving
- Employee engagement and retention initiatives
- Interpersonal Skills
- Communication
- Team collaboration
- Leadership
- Time management and multitasking
- Attention to detail

WORK EXPERIENCE

Head of Recruitment department

EBS- Elegant business solutions (human resource service and recruitment agency) 2024

- Lead, mentor, and manage the recruitment team to achieve hiring targets and KPIs.
- Oversee full-cycle recruitment processes, ensuring efficiency and high-quality hires.
- Manage recruitment budgets and tools.
- Build and maintain a strong talent pipeline through sourcing strategies and employer branding.

Human Resources Specialist

EBS- Elegant business solutions (human resource service and recruitment agency) 2023

- Managed full-cycle recruitment, including sourcing, interviewing, and onboarding top talent.
- Supported employee relations and conflict resolution to maintain a positive workplace culture.
- Maintained HR records and ensured compliance with labor laws and company policies.
- Administered HRIS, payroll, benefits, and leave management.

Office manager and CEO assistant

I like agency (marketing agency) 2022 - 2023

- Handling appointments and meetings, and preparing reports, presentations, and meeting briefs
- Act as a liaison between the CEO and internal/external stakeholders
- Coordinate between teams and departments.
- Follow up with existing partners

CEO Assistant

wedding app (mobile app) 2021

- Manage and optimize the CEO's calendar, meetings, and daily schedule.
- Organize and attend meetings, take minutes, and follow up on action items.
- Screen and prioritize emails, calls, and correspondence
- Maintain strong relationships with clients, partners, and internal teams

EDUCATION

Bachelor's Degree in Education

Tishreen University 2015

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Diploma in Human Resources Management

ebs elegant learning and development 2023