

KAREEM ISMAEL ELKHAYAT

Senior HR || Recruiter || Talent Acquisition || OD



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PROFESSIONAL EXPERIENCE

SR Recruiter || SR Talent acquisition || SR OD

Creators Construction January – 2026 may - 2026

- Preparation of quarterly and annual staffing plans
- Posting job postings on various platforms
- Reviewing and screening resumes
- Building a robust candidate database
- Preparing job offers
- Supporting the company image
- Conducting interviews
- Updating the Applicant Tracking System (ATS)
- Working with Managers to Identify Training Needs
- Preparing a Data-Driven Annual Training Plan
- Monitoring Levels of Engagement and Comprehension During Training
- Evaluating Training Effectiveness
- Measuring Trainee Satisfaction
- Developing Organizational Performance
- Developing Programs for New Employees

SR OD & SR Talent acquisition & Trainer

Tatwer Group Jun. 2023 - Jan. 2026

- attracting talent, building teams across various customer service departments, training them, and preparing them to take over work efficiently. Also responsible for reviewing calls and correcting phone errors and inappropriate language used by employees within the organization.
- Identifying staffing needs Collaborating with department managers to determine the required skills and accurately define job descriptions.
- Preparing and publishing job advertisements on job sites, social media.
- coordinating interview appointments, and communicating with candidates.
- Making job offers to selected candidates and negotiating salaries and benefits.
- Maintaining an up-to-date database of candidates for use in future opportunities.
- On-boarding new employees: Coordinating the process of receiving and preparing new employees to ensure their integration into the work environment.

Recruiter specialist & HR Genralist

Water Interest Filter Jan, 2021 - Jul, 2023

- Creating descriptions for social media ads to attract and acquire talent according to the company's job requirements, conducting interviews, training shortlisted.
- Attracting talent: Searching for potential candidates using professional networking platforms.
- CV sorting: Reviewing and examining applications to select the appropriate shortlist.
- Conducting interviews: Organizing and conducting in-person or video interviews and evaluating candidates' skills and experience.

Contracting Manager & HR Genralist

Alforat&Nile outsource Domestic shipping companies Dec, 2018 - Dec, 2020

- Recruit and provide the largest possible number of shipping representatives for all govern-orates of Egypt.
- This includes drafting contracts, creating advertising descriptions, hiring and signing contracts with representatives, assigning representatives to designated delivery areas.
- contracts with shipping companies to provide them with local shipping representatives.
- scheduling meetings.
- The role involves recruiting representatives to handle government paperwork
- delivering documents to large companies and institutions within the country.
- monitoring attendance and departure times, managing leave schedules, and assigning representatives to work locations according to a weekly schedule.
- Identifying staffing needs: accurately define job descriptions.
- Job advertising publishing job advertisements on job sites, social media.

Professional Summary

- I manage all HR functions (recruitment, training, performance, payroll, and employee relations) with practical experience, implementing company strategies, ensuring legal compliance, and providing advisory support to managers and employees.
- Recruitment & Talent Acquisition Specialist with 8 years building high-performing customer service and operations teams across Egypt.
- Drive full-cycle hiring: workforce planning, job design, multi-channel sourcing, structured interviewing, offer negotiation, and seamless on-boarding.
- Experienced trainer and call quality lead, coaching teams and leveraging feedback to elevate performance and customer experience.
- Collaborative partner to leadership; streamline hiring processes, maintain organized candidate pipelines/ATS records, and strengthen employer brand and candidate experience.

EDUCATION

- [Al-Or man Secondary Hotel School](#)
- Giza – Al Haram 2008-2011
- Diploma
- [Cairo University for Open Education](#)
- Giza – Giza 2024-2028
- Bachelor of sociology
- society and human behavior

STRENGTHS

- Trainer and Soft Skills Facilitator
- Effective trainer with proficiency in both soft and hard skills, focused on communication.
- Persuasion, team leadership
- Working on company development—starting with the organizational structure and the drafting of job descriptions—as well as implementing performance evaluation models, enhancing performance through continuous training programs, reducing turnover rates, and working to ensure employee retention.

KEY ACHIEVEMENTS

- High-performing & speed actions
- Successfully built and trained multiple
- High-performing customer service teams, leading to improved service quality and increased customer satisfaction.

LANGUAGES

(Arabic Mother tonic)
(English B2)

SKILLS

- Make an a operating plan
- Resolving problems
- speed actions
- MS Office Computer
- Photographer
- Logos design
- Career Onboarding
- Soft Skills
- Hard Skills
- Handling
- Persuasion skills
- Team leadership