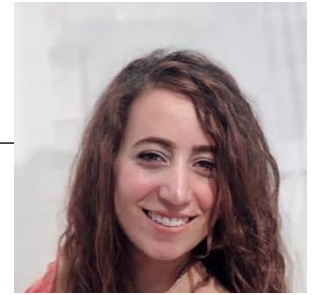


Christeen karam Mounir



PERSONAL DATA

Date of Birth: 3th of November 1991
Marital Status: Single

CONTACT INFO

Mobil number: +01220320926
Email: christeen.karam@gmail.com

PROFESSIONAL EXPERIENCE

Oct 2017 to Present **Recruitment team leader and Visa Processing at wondergypt**
Industry: Human Resources. Company Size: 20-100 employees

Coordinate and manage the day-to-day work of the recruitment team.
Manage hiring requisitions from clients or internal requisitions and lead his team to fulfill the needs within the agreed service level in compliance with recruitment process
Responsible for different types of vacancies; HR, Pharmaceutical, Marketing, Finance, Supply Chain etc vacancies.
Receive vacancies requests and perform the search in accordance with the required qualifications and job descriptions. Screen and filter CVs.
Make phone interviews
Interviewing the selected CVs (Competency based Interviews).
Write / Post job advertising in various media channels.
Head Hunt for potential candidates when needed.
Training & supervising the newly hired recruiters.
.Support the team in finding new sources and build a candidate pipeline.
Communicate with clients to fulfill requests and reports on time and calibration.
Take part in interviewing phase if needed to make sure of quality considerations and align recruitment with the feedback after conducting the final interviews. Discuss job descriptions with recruitment senior specialist to proceed in hiring process and hire the right qualified candidates.
Develop daily, weekly and monthly reports to measure coordinators performance, targets, quality of recruitment and other reports as assigned.
Perform other tasks as assigned.
Making Visa services, visa fees payment
Making Medical certificates services, certify paper work and certificates from saudi council
Making certificate payment.

May 2015 to Oct 2017 **Senior Recruitment Specialist at wondergypt**

Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing

organization information, opportunities, and benefits; making presentations; maintaining rapport.

Determines applicant requirements by studying job description and job qualifications.

Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.

Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.

Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.

Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.

Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.

Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Accomplishes human resources and organization mission by completing related results as needed.

Achieves staffing objectives by recruiting and evaluating job candidates; advising managers;

- Analyzes the recruitment process performance, prepares the recruitment dashboards, presents dashboards, recommends changes to the recruitment process and implements changes.
- Responsible for the full recruitment life cycle, sourcing, screening, interviewing, checking references and onboarding qualified candidates based on departmental business needs and requests.
- Identifies passive and active candidates by leveraging a variety of recruitment resources such as job boards, social media, resume databases and referrals; communicates and coordinates recruitment advertising. - Conducts phone screening for the promising applicants.
- Determines applicant requirements by studying the job description and job qualifications
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to the job requirements

Responsible for attracting candidates and matching them to temporary or permanent positions with client companies. Building relationships in order to gain a better understanding of their recruitment needs and requirements.

Duties:

- Responsible of the recruitment cycle (directing applicants, answering phone calls, replying emails, searching in the available portalsetc.).
- Using sales, business development, marketing techniques and networking in order to attract business from client companies.
- Developing a good understanding of client companies, their industry, what they do and their work culture and environment.
- Advertising vacancies by drafting and placing adverts in a wide range of media, for example newspapers, websites, magazines.

- Using social media to advertise positions, attract candidates and build relationships with candidates and employers.
- Headhunting - identifying and approaching suitable candidates who may already be in work.
- Using candidate databases to match the right person to the client's vacancy.
- Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client.
- Requesting references and checking the suitability of applicants before submitting their details to the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Preparing CVs and correspondence to forward to clients in respect of suitable applicants.
- Organizing interviews for candidates as requested by the client.
- Informing candidates about the results of their interviews.
- Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- Offering advice to both clients and candidates on pay rates, training and career progression.

Oct 2013 to May 2015 Recruitment specialist at wonderCo.For Medical Recruitment

- Screening CVs.
- Making phone interviews.
- Working with different types of job websites.
- Advertising vacancies by drafting and placing adverts in a wide range of media, for example newspapers, websites and social media.
- Briefing the candidates about the responsibilities, salary and benefits of the job in question.
- Preparing CVs and correspondence to forward to clients in respect of suitable applicants.
- Organizing interviews for candidates as requested by the client.
- Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- Source and attract candidates by using databases, social media etc.
- Checking application forms, shortlisting, interviewing and selecting candidates.
- Assist with reviewing resumes for experienced and administrative applicants. - Prepare correspondence and manage paperwork to candidates during the recruiting process.

EDUCATION

- Studied in Helwan University
- Faculty of Commerce (Accounting department) 2014

KEY SKILLS

industry Knowledge	Tools & Technologies
1. Human Resources 2. Recruiting 3. Research 4. Screening 5. Recruitment Advertising 6. Photography	1. Microsoft Excel 2. PowerPoint 3. Microsoft Word 4. Photoshop
Interpersonal Skills	Other Skills

1. Management
2. Leadership
3. Communication
4. Team Leadership
5. Problem Solving
6. Negotiation
7. Training
8. Customer Service
9. Presentations
10. Interviewing
11. Sourcing

1. 2. Organizational Behavior
3. 6. Cultural Diplomacy
7. Organization
8. Communication Skills
9. Friendly Personality
10. Highly responsible
11. Positive Team Player
12. Loyal
13. honest
trustworthy
Reliable
- 14 Flexible