

# WAAD ABDELRAHMAN

Sharjah – United Arab Emirates  
Phone num/WhatsApp: (+971555681015)

**DOB:** 5,8,1997 **Nationality:** Sudanese

**Email:** [abdalrahmanwaad.21@gmail.com](mailto:abdalrahmanwaad.21@gmail.com) **LinkedIn:** <https://www.linkedin.com/in/waad->

Accomplished and proactive recruitment officer with expertise in Talent Acquisition, demonstrates a strong ability to lead the recruitment process, and strong communicator with clients and managing relationships, beside the great passion to social media platforms and photography.

## EXPERIENCE

**(FULL TIME) SEPTEMBER 2021 – JUN 2023, KHATROUM, SUDAN.**  
**RECRUITMENT OFFICER, OROOMA RECRUITMENT COMPANY.**

- Led full-cycle recruitment initiatives; job posting, screening resumes contact candidates, schedule interviews to applicant selection, ensuring alignment with client expectations and business objectives.
- Collaborated with clients (such as DAL GROUP, BAT and various compaies with different industries) to optimize job descriptions, streamlining the recruitment process and improving candidates fit.
- Provided technical and onboarding process support for clients on OROOMA's recruitment website.
- Actively using LinkedIn and Boolean to seek outstanding candidates for headhunting and request their data and contacts.
- Maintain and update candidate databases, ensuring accurate tracking of applicants.
- Work closely with the recruitment team to understand the specific requirements of each position and provide valuable insights and recommendations based on candidate research.
- Implemented follow-ups and ensuring high levels of client retention and satisfaction.
- Build and maintain a strong candidate pipeline for current and future hiring needs
- Collaborate closely with hiring managers to understand their needs and develop effective recruitment strategies tailored to specific roles and departments.

**SEP 2021 – MAY 2023, KHARTOUM, SUDAN.**

**MARKETING COORDINATOR, (FREELANCE) BEAUTY RELATED BUSINESS,**

- **Content Creation:** Managed social media accounts (instagram, tiktok and facebook) , growing audience base through following trends and creative content ideas by using social media platform tools, as well as enhancing engagement of audience.
- **Market Research:** Conducting research to understand market cultures, trends and client preferences.

- **Sales:** Actively seek out new sales opportunities through cold calling, networking and social media
- **Event Coordination:** Planning and coordinating events from identifying event needs and requirements to advertising for business to attract variety of clients.
- **Client relationship Management:** Fostering connections with clients and understand their needs to insure satisfaction and loyalty.

MARCH 2021-JUNE 2021

**HUMAN RESOURCE ASSISTANT** (full time)

- Responsible for employee attendance (including field based work) sick and annual leaves, all the policies related.
- Overhauled the Hr department's hiring process to include bringing on team members with corporate, industry and functional knowledge.
- Enhanced Employees engagement with each other by making events to communicate and strengthen their relationship created a feel of belonging.

## EDUCATION

SEPTEMBER 2021

**BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT STUDIES  
WITH HUMAN RESOURCE MANAGEMENT SPECIALIATION.**

Ahfad university for women, Khartoum, Sudan.

## SKILLS

- Communication skills
- Attention to details
- Microsoft office suite
- Negotiation skills
- Adaptability
- Problem solving
- Event organizing
- Time Management
- Recruitment coordination
- Database Management
- ATS
- Screening
- Shortlisting
- interviewing

## LANGUAGES

Arabic : Native

English: Conversational