

WAAD ABDELRAHMAN

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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 idustries) 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 | • Time Management |
| • Attention to details | • Recruitment coordination |
| • Microsoft office suite | • Database Management |
| • Negotiation skills | • ATS |
| • Adaptability | • Screening |
| • Problem solving | • Shortlisting |
| • Event organizing | • interviewing |

LANGUAGES

Arabic : Native

English: Conversational