

Ibrahim Youssef Ibrahim Halfawy

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Location: Riyadh, Saudi Arabia

Professional Summary

Experienced in managing and executing recruitment and manpower acquisition processes for administrative and technical positions. Strong background in workforce planning and end-to-end recruitment cycle management, from job requirement analysis to onboarding new hires. Adept at aligning recruitment activities with company strategy and labor market requirements.

Core Skills

- Job analysis and job description preparation
 - Candidate sourcing through recruitment platforms
 - CV screening and evaluation
 - Conducting interviews and candidate assessment
 - Effective communication with candidates and hiring managers
 - ERP & Oracle systems usage
 - Time management and recruitment tracking
 - Job offer preparation
 - Confidentiality and recruitment ethics
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Professional Experience

Human Resources Officer

Al Tawi Construction & Building Co. Ltd.

February 2024 – Present

Responsibilities:

1. Recruitment & Manpower Acquisition

- Managing internal and external recruitment processes for various categories, including domestic workers and private drivers.

- Conducting interviews in English in coordination with approved overseas recruitment offices in India, Nepal, and Pakistan.
- Implementing monthly Saudization and replacement plans via the Qiwa platform.
- Issuing work visas through Qiwa according to approved job titles and completing electronic authorizations via the Enjaz platform.
- Preparing recruitment contracts and manpower request letters in compliance with official regulations.

2. Internal Recruitment Operations

- Identifying staffing needs in coordination with different departments.
- Designing, publishing, and managing job advertisements across recruitment platforms.
- Screening CVs and evaluating qualifications and experience to select the best candidates.
- Conducting personal interviews and assessing technical and behavioral competencies.
- Preparing recruitment reports and performance analytics.

3. HR & Personnel Affairs

- Preparing internal employment contracts and managing payroll in accordance with company policies.
- Registering employees in the TRlo365 ERP system and maintaining employee records.
- Managing bank account activation and IBAN registration to ensure electronic salary transfers.
- Full knowledge and application of Saudi Labor Law and regulations.
- Preparing monthly performance reports, warnings, and disciplinary actions in line with Saudi labor regulations.

4. Government & Ministry Platforms Management

- Managing Qiwa platform for issuing visas based on approved professions.
- Preparing authorizations for overseas recruitment offices and managing online interviews.
- Attesting and approving official documents through the Chamber of Commerce, Ministry of Foreign Affairs, and relevant embassies.
- Defining salaries and benefits and preparing/sending job offers to complete visa procedures.

Customer Service Representative

Orange Company

2023 – 2024

- Providing technical support for home internet customers and resolving technical issues efficiently.

- Handling customer inquiries and complaints via phone according to service quality standards.
 - Using Oracle Siebel system to log tickets, follow up on outages, and update customer data.
 - Meeting KPIs and maintaining high levels of customer satisfaction.
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Education

Bachelor's Degree in Mass Communication
Public Relations Department 2022.

Technical Skills

- Recruitment process management
 - Workforce needs analysis
 - Candidate sourcing
 - CV screening
 - Testing and assessment
 - Job interviews
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Personal Skills

- Attention to detail
 - Fast learner
 - Analytical thinking
 - Time management
 - Communication and presentation skills
 - Teamwork
 - Leadership and self-motivation
 - Flexibility and problem-solving
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Languages

- **Arabic:** Native
- **English:** B2 (spoken and written)