

RAWAN MAHMOUD

Human Resources Professional

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SUMMARY

I am a versatile professional with a proven track record in human resources management, having served in various HR roles, including HR member and HR head. I excel at creating a positive work culture and implementing strategies that boost productivity and employee satisfaction. As a proactive problem-solver, I am committed to continuous improvement and achieving results.

EDUCATION

Faculty of Commerce

Kafrelsheikh University

📅 2022-2025

📍 Kafr El Sheikh

EXPERIENCE

Head of Human Resources

IEEE KSB (Kafrelsheikh Student Branch)

📅 2023 - Present

📍 Kafrelsheikh

IEEE KSB is a student branch of IEEE at Kafrelsheikh University that empowers students through technical events, leadership, and teamwork opportunities.

- Led the HR team within the student branch, organizing regular meetings to set goals and delegate tasks.
- Designed and implemented engagement programs that significantly increased member satisfaction.
- Supervised the recruitment process from application forms to interviews and member selection.
- Organized onboarding sessions and training programs to ensure smooth integration of new members into various teams.

HR Member

IEEE KSB (Kafrelsheikh Student Branch)

📅 2021 - 2022

📍 Kafrelsheikh

IEEE KSB is a student branch of IEEE at Kafrelsheikh University that empowers students through technical events, leadership, and teamwork opportunities.

- Assisted in recruitment activities and coordinated awareness events about technical and administrative roles.
- Prepared performance evaluation surveys and analyzed member satisfaction to enhance the internal work environment.
- Collaborated with different committees to organize events and workshops, ensuring strong team coordination and a positive culture.

KEY ACHIEVEMENTS



Enhanced Employee Satisfaction

Increased employee satisfaction by 35% through new engagement initiatives.



Optimized Hiring Process

Reduced recruitment time by 40% by streamlining the hiring process.



Improved Team Productivity

Boosted team productivity by 25% with effective training programs.



Ensured HR Compliance

Achieved 95% compliance in HR audits through meticulous record-keeping strategies.

STRENGTHS

Communication Skills

Excellent communication abilities, capable of articulating thoughts clearly and influencing others.

Multitasking

The ability to handle multiple tasks efficiently and effectively under pressure.



Leadership

Demonstrated leadership skills in guiding teams towards a common goal.



Time Management

Expert in managing time effectively to meet deadlines and project goals.



Presentation Skills

Skilled in delivering presentations and conveying information succinctly.



Adaptability

Ability to adapt to changing environments and expectations.



Problem Solving

Proficient in identifying problems and creating effective solutions.

INTERNSHIPS

Agricultural Bank of Egypt – Kafr El Sheikh Branch

 09/2023 - 10/2023

During this internship, I gained a foundational understanding of banking operations, including:

- Introduction to different types of bank accounts (current, savings).
- Observing deposit and withdrawal processes.
- Learning the procedures of account opening and customer service.

Banque Misr – Kafr El Sheikh Branch

 07/2024 - 08/2024

This internship provided more advanced exposure to the banking environment, where I learned:

- How to use the electronic appointment system and manage customer flow.
- An overview of different types of loans and the application procedures.
- Enhanced communication skills through real customer interactions and problem-solving.

STRENGTHS



Collaboration & Team Working
Strong capability to work collaboratively in teams to achieve objectives

LANGUAGES

Arabic
Native



English
Advanced

