

Aya Fathelrahman Bayoumy

HR specialist

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[LinkedIn](#) – Salmiya, Kuwait

Personal details

22/01/2001

Egyptian - Single

Recent Bachelor of Business Administration graduate with a strong foundation in HR principles and a passion for organization and efficiency. Experienced in handling administrative tasks such as scheduling, coordinating meetings, and supporting HR functions through internships. Known for being detail-oriented, reliable, and adept at multitasking. Eager to contribute my HR skills to a supportive team where I can help streamline processes and continue to grow professionally.

Area Of Expertise

- Human Resources Management
- Administration Coordination
- Performance management
- Recruitment & Talent Acquisition

Personal Experience

Inner Works Design and Build, Hawally, State of Kuwait

Human Resources Intern (November 2024 – Present)

Actively and positively contribute to achieve organization/department/team goals and objectives.

Recruitment & Selection:

- Assist in job postings and sourcing candidates through various recruitment platforms.
- Review resumes, shortlist candidates and schedule interviews in coordination with the hiring manager.
- Maintain recruitment trackers and ensure timely updates.

Training & Development:

- Support the coordination of training programs, including scheduling and feedback collection.
- Assist in creating training materials and maintaining training records.

Employee Engagement & Events:

- Help plan and execute employee engagement activities, such as open days, team-building events, and internal campaigns.

HR Administration:

- Draft job descriptions, policies, and other HR-related documents as required.
- Provide general administrative support, including preparing reports and presentations.
- Undertakes to perform all new/additional tasks as assigned by top management or as per evolving business requirements.

Additional Experience

Receptionist | Quttainah Medical Center, Al Shaab, Kuwait.

Sales associate | Sam Edelman, Al Rai, Kuwait.

Customer service | DHL, Ardiya, Kuwait.

Education

Bachelor of Business Administration | Altinbas University, Istanbul, Turkey.

Language Proficiencies

Arabic: Native | English: Excellent | Turkish: Beginner