



Tarek Alsherbini

PROFESSIONAL SUMMARY

An Egyptian nationality with valid residence permit in Bahrain. The right attitude is key; therefore, I will always give my all with just the right attitude. I'm eager to learn and essentially develop as a person. I truly believe that attitude, mindset, and adaptability compensates experience and even knowledge.

EXPERIENCE

September 2022 - Current

Business Development Specialist National Bank of Egypt (NBE) | Cairo, Egypt

- Responsible for investigating, understanding, and resolving noncompliance matters with international payment networks such as VISA and MasterCard.
- Operating and connecting with various departments and personals to accommodate various requirements ensuring noncompliance settlements.
- Business developments projects, tasked with various business trips all across the country for business meetings, providing different banking payroll services for local and international businesses.
- Attended meetings and workshops with Visa and MasterCard to ensure consent improvement and awareness of upcoming services or issues.
- Resolving aftersales related matters with Point of Sales (POS) facilitators.

March 2022 - August 2022

HR Recruiter Specialist Teleperformance | Cairo, Egypt

- Develop and execute recruiting plans to meet the hiring requirements, Mass hiring.
- Manage all aspects of candidate administration such as maintaining and updating applicant and job description creation, ensuring current positions are accurately posted in all recruiting systems and job boards
- Conduct pre-screening interviews using the CEFR model
- Conduct regular follow-up meetings with hiring managers to determine the effectiveness of recruiting plans and implementation.

June 2021 - October 2021

Marketing and Management Internship Progress Business Center (PBC) | Manama, Bahrain

- Accumulated experience by working in different marketing and management fields.
- Created a marketing plan for the launch of a new service.

EDUCATION

2021

B.Sc | Business Administration
University of Bahrain, Bahrain
Majoring in Business management
Minoring in Marketing

2014

Diploma | American High School
Modern Knowledge Schools (MKS), Bahrain

📍 Manama, Bahrain

📞 33729811

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CORE QUALIFICATIONS

- Professionalism
- Interpersonal and communication
- Process improvement
- B2B development
- Adaptability
- Candidate interviewing
- Technical skill - Excel (VBA)

LANGUAGES

Arabic: First Language

English: C1

Advanced

REFERENCE

- Abdalbasat Alsisy, Department manger, NBE, +201553535306
- Abdulrahman Adel Keita, HR recruitment assistant manager, Teleperformance +201116886681
- Lyn Le. Altarajos, Business Development Manager, PBC - Bahrain +97336108566

HOBBIES

- Exercising/Bodybuilding
- Reading
- Sports