

JISHA VARGHESE



UAE



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Career Objective:

Seeking for challenging assignments where I can achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

Profile Summary:

- 8 Years of Experience as Team Leader, HR Consultant in Recruitment & Selection, HR Admin Officer in IT & Banking-Finance Sector for **APAC Region and Middle east**.
- Good knowledge of executing HR processes; possess an ability to relate and built a harmonious relationship with people across all the hierarchical levels of Organization.
- Proficiency in managing recruitment process including sourcing, screening and short-listing the candidates.
- Adept at handling day-to-day administrative activities in coordination with internal and external departments.
- Excellent team player with strong leadership and organizational skills.
- Ability to learn new concepts quickly, working well under pressure and communicating ideas clearly.

Professional Experience

Team Leader Recruitment - Nityo Infotech Service Pvt. Ltd (April 2022 – September 2022)

Roles & Responsibilities

- **Lead team of 8-10** training juniors/fresher's (Recruiters and Mentors) in full life cycle recruitment processing. (Assigning requirements, helping them in search, calling, and negotiations).
- Handling both the permanent and contractual IT resource requirements within the APAC region.
- In charge of the end-to-end recruitment process from sourcing of candidates, pre-screening, shortlisting candidates, interview scheduling, processing of offer letter including salary negotiation/recommendation and engagement with candidates.
- Expertise in sourcing quality candidates through various Job Boards.
- Specialized in the LinkedIn Recruitment process.
- Responsible for placing high-caliber talent in IT positions requiring key technical skills Including C, C++, C#, .NET, ASP.NET, DevOps, Java, CSS, JavaScript, JEE, SQL, Oracle
- Forms & Reports, Apex Lead, VoIP, PHP, Project Managers, React Frontend Engineer, AI & Business Analysts, System Analyst Programmer, Scrum Master, RPA work fusion developer, UX/UI designer, Service Now technical Consultant, Test Engineer, Data Scientist etc.
- Ensure that the team adheres to the work ethics of the organization
- Responsible for handling the **full life cycle of Recruitment Process for APAC region (Particularly in Hong Kong, Taiwan, Thailand, Singapore, Indonesia)**.
- Searching suitable candidates for clients through various sources such as job portals (**LinkedIn RPS, Naukri, and Monster, Jobs DB, Job Street, Indeed etc**) references, professional sites, networking, head hunting and database upon the required skill sets.

Major Clients:-

- Infosys
- IBM
- Telstra
- Natixis
- HSBC

- Wipro
- A.S. Watson
- Ralph Lauren
- AIA
- Estee Lauder
- BNPP
- Eclerx

HR Consultant - ENROLL ME Consultancy FZE, Dubai (February 2019 – April 2020)

Roles & Responsibilities

- Design and update Job Descriptions
- Source potential candidates from various online channels (e.g. social media and Job Portals)
- Screen incoming resumes and application forms.
- Interview candidates (via phone)
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard.
- Handling Recruitment spectrum from **Junior- senior / executive positions, permanent / interim or temporary, Emiratization** for almost all the industries with extensive understanding of various aspects of multinational, local business and industry's specific demands across Middle East. Experience in catering candidates to **Kuwait, Qatar, KSA, Bahrain, Oman** for our UAE based clients & very eager to take challenging assignments across **Middle East**.
- Worked with 3-4 **Educational sector clients (CBSE/ O' level) across UAE**, and non- teaching staffs such as Finance Manager, Admin, Registrar, Librarians, **Educational Counsellor**.
- Main focus is to junior-Mid-Senior/ executive profiles in Teaching, Operation / Marketing & Business Development (Technical / product/ services/ counter sales & support), Marketing & Business development / finance / administration / Engineering positions with versatile industry exposure.

Major Clients:-

- Emerging Technologies Abu Dhabi – Etisalat Premium Partner
- Telephony Communication Technologies L.L.C, Sharjah
- New Indian Model School, Sharjah & Al Ain
- The Central School, Dubai
- The Model School, Abu Dhabi
- Tagleef Industries LLC, Dubai
- Al Reem Interiors LLC, Dubai
- East Coast Building Material Trading, Sharjah

HR Admin Officer –Globosoft Solutions Pvt.Ltd. INDIA (January 2017 February 2019)

Roles & Responsibilities

- Overseeing the Office Management Function.
- Leading the HR department and handling Recruitment Team
- Managing the Payroll Function.
- Developing and Ensuring Compliance with Organizational Policies and Procedures.
- Running Employee Relations Programs.
- Maintain employee and management relations, compensation
- Lead on recruitment processes and training administrative support staff and provide ongoing management
- Develop and implement HR policies & reviewing
- Conducting job evaluations and salary benchmarking
- Plan and coordinate administrative procedure.

HR Admin Officer - HDFC Sales Pvt.Ltd.kerala INDIA (February 2016-November 2016) Roles&

Responsibilities

- Staffing & Recruitment
- Induction & Joining Formalities
- Appointment Letter Generation
- Biometric activation
- Performing background checks and reviewing reference
- Exit Formalities & Exit Interviews.
- Employee Engagement Activities
- Labour welfare office for submission of labour fund on half yearly
- Cope up with legal needs of an employee and organization.
- Responsible for timely generation and renewal of Shops and Establishment certificates
- Coordinating with Employee Insurance
- Responsible for identifying and sourcing of vendors at the time of establishment of new branches or if the need arises. The scope includes vendor scrutiny, registration, inviting quotations, negotiations for cost benefit.
- Timely visits to all the branches. Resolving issues related to electricity / AC/ renovation / plumbing/ networking etc.
- Keep stock of office supplies and place orders when necessary
- Maintaining Asset verification report and ensuring Installation of new system for all branches
- Coordination regarding work related to networking / CC TV Camera / Network link & server issue

HR Admin Executive - Orell Technosystems (I) Pvt.Ltd , INDIA (March 2013- December 2015)

Roles & Responsibilities

- Handle HR related documentation and records
- Arranged interview schedules and followed up on candidates' responses
- Induction & Joining Formalities
- Act as the first point of contact for all human resource related activities
- Provided support to the recruitment and induction processes
- Coordinate in-house training activities and track training sessions
- Handled personnel records and labor relations
- performing background checks and reviewing reference

Academic & Technical Qualification

- Bachelor of Engineering Technology (Information Technology)
- Diploma in HR Management
- Software Tester Course (Manual & Automated)

Personal Profile

- Date of Birth : 20- 12-1988
- Sex : Female
- Father Name : N M Varghese
- Nationality : Indian
- Languages
Known : English, Hindi, and Malayalam
- Marital Status : Married
- Residence : Kunnath House, Paravattani, Ollukkara p.o, Thrissur-
Address 680655, Kerala, India

Declaration:

I hereby declare that all the information furnished above is best of my knowledge.

Date:

Place:

Yours sincerely

Jisha Varghese