

# JULIET JOHNY

Human Resources Associate

Sharjah, UAE

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## OBJECTIVE

A highly motivated individual, who is efficient with refined multitasking skills. Seeking to leverage acquired academic knowledge and work experience to effectively contribute towards your company. Aiming to help achieve company goals whilst learning and developing skill set further.

## EDUCATION

### **Masters in Business Administration – Marketing**

Amity University, Dubai  
(2016 – 2018)

### **Bachelors in Business Administration – Finance**

MAHE - Manipal Academy of Higher Education, Dubai  
(2013 – 2016)

### **High School - Commerce with Marketing**

Delhi Private School, Sharjah  
(2002 – 2013)

## KEY SKILLS

Microsoft Office  
Power BI (Basic)  
Google Sheets  
Workday  
ServiceNow  
Onboarding  
Screening  
Data Entry  
Employment Contracts  
Recruiting

## EXPERIENCE

*May 2021 - February 2023*

### **Regional Graduate Recruitment Associate • PwC Middle East**

- Drafting, updating and documenting employment contracts xLoS
- Liaise with candidates regarding recruitment process queries
- Creating, posting and unposting job requisitions on Workday
- Hiring, maintaining and updating candidates with their status' on Workday for all LoS
- Raising tickets on ServiceNow for changes to be made on Workday or candidate profiles
- Reviewing resumes and screening candidates for the position
- Providing administrative support to the team and with ad hoc requirements
- Managing the assessments for the candidates and updating the scores on the trackers
- Communicating with the management regarding job status, candidate selection and confirming the salaries/start dates/entities etc

*January 2020 - June 2020*

### **Operations & Resourcing Associate • PwC's Academy Middle East**

- Preparing Power BI dashboards
- Providing assistance in the quarterly operations review and in creating the summary report
- Ensuring feedback databases are up to date at all times
- Supporting with the overall R&Q monitoring and compliance
- Supporting the regional team with resourcing requests for behavioral trainers (Lebanon, KSA, Oman, and Dubai)
- Assisting with the scheduling of demos, connecting with the candidates and ensuring the feedback is collated
- Providing administrative support to the team

## ACHIEVEMENTS

### 2008 - 2011

Most Valuable Player Awards and Top Scorer Awards, Indian Basketball League Tournaments

### 2012

- Chacha Nehru Award for Top Scorer, CBSE Basketball Nationals

- Sportsperson of the year Award

### 2015 - 16

- Sports President (Girls) and Basketball Team Captain, MAHE Manipal Higher Education Dubai

- Sports Award for Excellence, MAHE Manipal Higher Education Dubai

### 2016 - 18

Basketball Team Captain, Amity University Dubai

## PERSONAL INFO

**Date of Birth** - 9<sup>th</sup> August 1995

**VISA Status** - Golden Visa (Valid till 2033)

**Driving License** - U.A.E.

**Languages** - English, Hindi, Malayalam, Arabic & French

*November 2019 - December 2019*

**IFS - People Experience Intern** • PwC Middle East

- Assisting with the induction for new joiners
- Updating of insurance records along with regular follow-ups

*July 2019 - September 2019*

**Project Management & Operations Intern** • PwC's Academy Middle East

- Preparation/Formatting of study materials required per course
- Formatting the Request for Proposals (technical and commercial)
- Preparing the Overall Feedback Summary Report
- Following up with the Project Coordinators for the feedback forms
- Updating TOIL (Time Off In Lieu) for trainers

*May 2019 - July 2019*

**Administrator & Marketing Assistant** • REHA Music & Dance Institute

- Managing accounts and fee collection
- Preparing invoices
- Social Media Marketing
- Creating posters and slideshows

*February 2018 - April 2018*

**Marketing Executive** • Lyphe App

- Customer profiling
- Client profiling
- Managing clients

*August 2017 - October 2017*

**Marketing Executive** • The Plazma Creations

- Maintaining the company website
- Research to penetrate the market
- Maintaining client database

*August 2016*

**Finance Intern** • Bingham Engineering Trading Company

- Accounts Receivables
- Accounts Payables
- Invoice posting
- Petty Cash
- Cheque Collection
- Making of Receipts