[Opondo.150790@2freemail.com](mailto:Opondo.150790@2freemail.com)

**SENIOR RECRUITER**

**~Builds exceptional Client, Candidate and Staff Relationships**

**~Professional and technical Recruitment from Entry-level to Executive**

* **A Senior Recruiter** offering a 7 year HR career distinguished by commended performance and proven recruitment results with Banking and Financial Institutions, IT Technical Recruitment, Networks and Communications, NGO’s, BPO’s and SME’s
* **Extensive background in HR generalist affairs,** including experience in staff development, mediation, conflict resolution, benefits and compensation, Payroll Management

|  |
| --- |
| **Key Competence**  ~Executive Hiring & Headhunting ~Full-Cycle Recruitment ~Volume/Mass Hiring and Niche Skill Hiring ~Client Relationship Management ~Advanced Networking skills ~Virtual Team Management |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

**First Resort Group FZ LLC, Dubai** **JUNE 2017- TO DATE**

*[Leaders in Executive Level Recruitment in the Middle East]*

**Position: International Recruitment Executive**

* Candidate sourcing: Administration and coordination for vacancies, coordinating interviews and sending out candidate correspondence, as well as short-listing CV's, interviewing candidates on occasion, liaising with managers and agencies, advising and guiding managers on recruitment procedures.
* Ensuring job adverts are placed on the relevant advertising websites.
* Database management: Keeping up to date and accurate records of the progress of applications.
* Producing statistical analysis on the recruitment agencies for the annual review.
* Maintain First Resort Recruitment’s position as a professional, reputable and leading

executive recruitment company

* Talking to candidates on the phone to gather required details in order to assess their

suitability to Shortlist for a position and discuss the live positions with candidates

* Execute searches for First Resort Group on various career sites like Gulf Talent, Linkedin, Bayt, Naukri, Monster, Abu Dhabi Jobs etc

**NFT Consult (K) Ltd. FEB 2015 – MAR 2017**

*[Recruitment, Outsourcing, Training, Career development, HR managed services]*

**Position: Talent Acquisition Manager**

Promoted to this senior position with initial accountability to Kenya. Subsequently assumed responsibility for coordination of people strategy in Uganda, Tanzania, Rwanda and Burundi. Managing a workforce of 17 direct reports.

* Develop and implement NFT Consult’s Human Capital Strategy
* Design and implement talent processes and systems that mirror the organizations vision
* Develop strategies and build systems throughout the recruitment life-cycle for both Headhunting and Database recruiting approaches
* Optimize and apply recruiting tools, including our LinkedIn Recruiter and CATS platforms, to source and screen the best candidates and efficiently manage workflows across the recruiting team
* Manage the entire recruiting process from planning and sourcing to candidate screening and employment offer negotiation
* Partner with clients/hiring managers to determine employment needs and to facilitate an effective and efficient recruiting effort.

**Key Achievements**

* Cut average cost-per hire by 20% and reduced average days to fill positions by 30%-Greatly enhanced candidate screening by working closely with hiring managers to understand their business requirements.
* Consistently scored in top 20% on customer satisfaction surveys.(Net Promoters Score)
* Utilized a wide variety of methods to generate candidates, including web-based sourcing, internet postings, internal and external networking, career fairs and referrals, thus exceeding hiring goals
* Restructured the recruitment group to improve service delivery
* Coordinated recruitment of 600+ staff for our client MTN in Uganda within a span of 2 days
* Successful placement of C-level caliber of staff in Tier 1 companies.
* Significantly improved the use of CATS to manage candidate and client pools.

**OTHER KEY PROFESSIONAL** **ASSIGNMENTS**

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **POSITION** | **PERIOD** |
| NFT Consult Ltd | Corporate Recruiter | APR 2014 FEB 2015 |
| Dafina Consultants Ltd | Recruitment Consultant | JAN-MAR 2014 |
| Bentleys International Consulting Firm | Lead Recruiter | MAY- DEC 2013 |
| Bridge International Academies | Training and Recruiting Officer | AUG 2011- MAY 2013 |
| Murang’a Road Mixed Sec. School | Teacher | MAY-AUG 2011 |
| Top Image Africa | Client Partner | APR 2009- MAY 2010 |

**Education & Certifications**

**College of Human Resource Management- Nairobi**

Higher Diploma in Human Resource Management- Sep 2015- July 2016

**Coursera-coursera.org**

Diploma in Human Resource Management- May 2015

**Maseno University- Maseno**

Bachelor of Education (Arts-History/Kiswahili with IT- Second Class Honors (Upper Division), 2007-2011

**Belcom Communication and Training Centre, Nairobi**

Certificate in Information Technology, March 2006

**PROFESSIONAL DEVELOPMENT**

* Training on Boolean Search techniques and Boolean Logic; Internet Sourcing Techniques; Training on Executive Research and Recruitment Process Outsourcing, NFT Consult, 2014
* The 7 Habits of Highly Effective People, Franklin Covey Tanzania 2014
* Corporate Balanced Scorecard training for strategic planning and management, NFT Consult 2014
* Training of Trainers (ToT), CHRM 2015
* Training on Human Resource Management Information System (HRMIS), CHRM 2016

**Affiliations:**

* Institute of Human Resource Management (IHRM)
* CHRM (Certified Human Resources Manager), by Institute of Certified Human Resource Management, Dec 2015

**Computer Skills:**

* HRIS applications;-ATS, Bullhorn Staffing Software, UltiPro, Greenhouse, Jobvite
* MS Office (Word, Excel, PowerPoint, Outlook)

**References:** Available upon request