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 Gulfjobseeker.com CV No:1571964

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**OBJECTIVE:**

To obtain a stable position in your company that will enable me to impart and boost my knowledge and skills, enhance my career, and develop my personality in accordance with my professional attitude towards service to your company and people.

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| --- | --- | --- |
|  |  | **PERSONAL INFORMATION:** |
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|  |  |  |
| Date of Birth | : | 25/01/1990 |
| Age | : | 26 |
| Height | : | 5’6” |
| Weight | : | 120 lbs. |
|  |  |  |
| Civil Status | : | Single |
| Language Spoken | : | Filipino, English |

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|  | **EDUCATIONAL ATTAINMENT:** |
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| TERTIARY | Bachelor of Science in Nursing |
|  | Manila Central University |
|  | Edsa, Caloocan City |
|  | 2006 – 2010 |

**SKILLS and QUALIFICATIONS:**

* Computer Literate
* Hardworking and Flexible to the job given
* Competent and Accountable
* Good Communication and Organizational Skills
* Strong Teamwork and Willingness to Learn
* Well-determined and Well-motivated
* Able to Multi-task and Work Well Under Pressure

**CAREER COMPETENCY:**

**SearchPlus Human Resources Consultancy**

*Dubai, U.A.E*.

**Recruitment Consultant (Healthcare)** *March 2015 – Present*

 *(Last Working Date: 8 March 2016)*

**R A L Career Link Inc.**

*Makati City, Philippines*

**Recruitment Manager** *January 2014 – January 2015*

**Recruitment Specialist** *March 2012 – December 2013*

**Recruitment Assistant** *September 2011 – February 2012*

Job Description:



Building business and professional relationships with clients.



Developing a good understanding of client companies, their industry, what they do and their work culture and environment.



Advertising vacancies appropriately by drafting and placing adverts in a wide range of media, e.g., newspapers, websites, magazines.



Using social media to advertise positions attract candidates and build relationships with candidates and employers.



Headhunting - identifying and approaching suitable candidates who may already be in work.



Using candidate databases to find the right person for the client’s vacancy. Receiving and reviewing applications, managing interviews and creating a shortlist of candidates.



Requesting references and checking the suitability of applicants before submitting their details to the client.



Briefing the candidate about the responsibilities, salary and benefits of the job in question.



Preparing CVs and correspondence to forward to clients in respect of suitable applicants.



Organizing interviews for candidates as requested by the client.

Informing candidates about the results of their interviews.



Negotiating pay and salary rates and finalizing arrangements between client and candidates.



Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs.



Acting as front liner and customer service agent.



Perform general administrative duties for the recruiting department as well, such as sorting mail, making copies and answering phones.