**John**



**OBJECTIVE**

* To seek out a professional career to improve my knowledge and skills and to exhibit an honest work ethics with the responsibility to perform well in a fast-paced and time-sensitive environment.

**EDUCATION**

Bachelor of Science in Psychology

Colegio de San Juan de Letran

Manila, Philippines

June2008 - March 2012

**WORK EXPERIENCE**

**Senior Recruitment Specialist**

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January 2015 – March 2016

Duties and Responsibilities:

*Recruitment Process Outsourcing Partner – San Miguel Corporation Telecommunications*

* Handling a group of junior recruiters which hires for Technical, Non-Technical and Executive roles.
* Setting up meetings/calibration with the Hiring Managers from different departments.
* Sourcing qualified candidates based from the job description given by the requesting department.
* Conducting in-depth interviews with candidates and assessing their competencies technically and behaviorally.
* Creating weekly, monthly reports and sending it to the HR Talent Acquisition of San Miguel Corp Telecom containing the progress and hiring rate of the team.

*Account Management – Volenday Philippines Inc.*

* Handling different accounts from the IT, BPO and Finance industries. Been working with different staff augmentation requirements starting from entry level to executive level.
* Setting up calibration meeting with the client if in case that the requisition needs further discussion.
* Sourcing candidates from different job portals, conducts in-depth interviews and evaluating candidate’s proficiency in the position and assessing competencies.
* Creating profiles and interview assessment reports of the endorsed candidates.
* Conducts job offer and pre-employment requirements to the shortlisted candidates.
* Checking and Monitoring the clients billing and invoicing.

**Associate Recruitment Consultant**

JWC Manpower Resources Inc.

July 2014 – December 2014

Duties and Responsibilities:

* Ensuring that the staffing requirements are met within the set KPIs’
* Matching and selecting the brightest talents across all specialization (IT/Non-IT/Executive Search) with companies that need their expertise
* Identifying qualified candidates by sourcing, cold calling, networking, data mining, research, and screening of qualified candidates for technical requirements.
* Conducting in depth interviews to gather information on candidate’s work experiences, salary objectives, availability for employment.
* Develop and maintain network of candidates from different job portals made available
* Responsible in candidate profile presentation.
* Assisting job applicants and providing them guidance in their job search
* Ensuring the recruiting process is completed in a timely and effective manner with guaranteeing compliance with company policy and local labour regulations.

**Talent Acquisition Staff**

**Harte Hanks Philippines**

December 2013 – May 2014

Duties and Responsibilities:

*Sourcing*

* Invites candidates for exempt and non-exempt positions
* Maintains and uses job portals and other sourcing channels to gather candidates for various positions.
* Builds pool of qualified candidates for both operations and support by maximizing sourcing channels.
* Attends job fairs and other recruitment activities to recruit candidates for various positions.

*Selection*

* Conducts interviews and other recruitment processes adhering to the screening standards set for each position.
* Administers examinations to applicants.
* Ensures that interview and other screening notes are written and kept for reference.

*Placement*

* Ensures that open positions in all accounts and support groups assigned are closed timely.
* Ensures that pre-employment requirements are satisfied by selected candidates through proper briefing.
* Sets clear deadlines on pre-employment requirements with new hires and ensures timely follow up is made if necessary.
* Prepares job offer letters and employment contracts timely and efficiently. Ensures that salary and pertinent information are written accurately in both documents.
* Safe keeps JO letters, Contracts, and other confidential documents of new hires.
* Efficiently tracks job offer information extended per account assigned.
* Receives pre-employment documents are received from the new hires and filed promptly and efficiently.
* Thoroughly checks bank account forms of new hires and ensure that requirements for payroll application are gathered and endorsed to the bank timely. Ensures timely issuance of ATM cards.
* Endorses JO letters, contracts, new employee information, SS# and TIN to HRIS of the new employees’ first day of work.
* Organizes 201 files and ensures timely submission of requirements to HRIS/Compensation & Benefits timely.
* Creates ORS for Avaya, NT Log in, etc for every candidate that accepts job offer with the account assigned.
* Files new employee information in Ultipro.
* Performs other related functions as may be required by the employer.

**PERSONAL BACKGROUND**

Status: Single

Age: 24 years old

Birth Date: November 8, 1991

Birth Place: Manila, Philippines

Nationality: Filipino

**Job Seeker Name John / CV No:** **1677810**



To buy the contact details of this registered candidate,

send email with your company name and position available to

[cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) or call +971504753686