CHRISTINA

**Summary**

Dynamic, results-focused recruiting professional with commitment and creative recruitment. Experienced human resource professional with 8 + years proficiency in HR and administrative responsibility from a leading financial sector, where I can utilize my skills to develop and promote a positive work environment, for mutual benefit of achieving organizational objectives and build professional career growth.

**AREAS OF EXPERTISE**

* Recruitment support
* Human Resource Generalist
* Administrative support
* Office management

**Experience**

06/2013- 02/2016 Recruitment Specialist, National Bank of Abu Dhabi, Abu Dhabi UAE

11/2012 to 05/2013 Sr Recruitment Consultant, Reach Group, Abu Dhabi, UAE.

05/2011 to 11/2012 Jobtrack Recruitment Agency, Recruitment Consultant

06/2008 to 02/2011 HR Coordinator/Executive, First Gulf Bank

08/2007 to 05-2008 Office Administrator, Multi Net IT Solution,

02/2007 to 06/2007 HR Executive, Convergeon

03/2005 to 01/2007 HR Executive Work Placement, Wipro Technologies

**Qualification.**

* Bachelors of commerce Justice Basher college of commerce

**Job Responsibilities**

**Job Role: Recruitment Specialist**

* Sourced, Headhunted - identified and approached suitable candidates who may already be in work through the social media, website and networking.
* Selected and determined appropriate candidates by reviewing compensation required, education and skills required for job.
* Initiated candidate generation strategies that reach broad and diverse pools of candidates in an efficient manner. This includes (but is not limited to) targeted sourcing/networking, effective job postings, and managing employee referrals.
* Employed multiple feedback mechanisms and analysis to continuously improve the recruiting process.
* Worked with the Emiratisation team to source and place UAE national across Retail and Commercial Gulf and manage roles in a uniform way that increases effectiveness of nationalization on recruitment.
* Succeeded and ensured that high caliber UAE Nationals are recruited to meet the Bank's UAE National government mandate by sourcing good caliber UAE Nationals using assessment tools.
* Also maintained an active database of profiles with diverse experience, nationalities and levels of work .

**Job Role: Recruiter**

* Managed the end-to-end recruitment process, which includes sourcing, interviewing, selection, due diligence and on-boarding.
* Maintain relationships with viable passive candidates for future positions.
* Involved in negotiating the salary between the client and the candidate.
* Attending job fairs on the companies behalf, representing company and talking with graduates and job seekers.
* Monitored off site recruitments and planned participation of organization in job fairs and organizations.
* Process all local and overseas recruitment request in an effective and efficient manner. Recruited for all major industries( Banking, Oil and Gas, FMCG,F&B, Finance and Government Sectors).
* Prepared all new contracts and employment package, followed up with selected candidates on commencement formalities.
* Cold calling companies to generate more business for the recruitment agency.
* Attending meetings with clients at their offices and prepare and maintain agreements inline company requirements with recruitment agencies.

**Job Role : HR Coordinator/Executive**

* Provided HR and Recruitment induction for all newly joined staff. Closed each recruitment request with in the lead time and also maintained all the reports in specified formats.
* Carrying out reference checks
* Managed the on-boarding - preparing offer letters, employment documentation and induction programmes.
* Supported the development of HR processes and procedures - performance reviews, payroll, training plans, sick and annual leave.
* Managed and coordinated all visa, ID Cards and immigration related matters in the UAE.
* Administered employee health insurance provisions.
* Managed and maintain internal record keeping and document retention systems (soft and hard copy) for the HR function.
* Coordinated and complete the joining formalities of the new employee by acquiring signature on all HR forms and collecting all necessary documents from candidate (making sure that all attestations and documents are inline with the PR and company requirements).
* Completed all Induction (includes the briefing of the company policy and Sop’s, explaining the appended Job description and getting the same signed).
* Introduced and arranged all departmental inventory for the new hire in respective department
* Coordinated and Assisted with the scheduling of training sessions, and booking / notifying all relevant candidates and department heads
* Assisted the Compensation & Benefits group to ensure stated terms on employment offer and contract are equitable with peers and in line with compensation policies and guidelines.
* Evaluated JD's with the Talent Management Team, compiled and edited job descriptions of the employees according to competency level and grades, and also maintaining the file for the same.
* Contributed and supported the Talent Manager in developing, implementing and evaluating leadership programs for company's executive levels.
  + - * Completed human resource records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
      * Track employee safety, welfare, wellness and health.
      * Administer employee services and counsel when needed.
      * Organized all monthly and quarterly reviews for all associates.

**Job Role : Office Administrator**

Audio and copy typing; Letter writing;

* Dealing with telephone and email enquiries;
* Creating and maintaining filing systems;
* Scheduling and attending meetings, creating agendas and taking minutes for H-GMO
* Using content management systems to maintain and update websites and internal databases;
* Managing and maintaining budgets, as well as invoicing;
* Ordering and maintaining stationery and equipment;
* Arranging travel and accommodation for staff or customers and other external contacts;
* Arranging in-house and external events.

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