**JESSICA**

**JESSICA.371114@2freemail.com** ****

**OBJECTIVE:**

Seeking a challenging assignment in the field of Human Resources & Talent Acquisition that provides intellectual growth & profession competence

**HIGHLIGHTS OF MY PROFESSIONAL EXPERIENCE:**

3 years experience in end to end executive recruitment, talent acquisition & client management for Africa & Middle East

**PROFILE:**

* Excellent interpersonal, verbal & written skills, motivated & fast learner with strong analytical, problem solving skills & detail oriented attitude
* Ability to adapt to a fast changing work environment
* Maintain a pleasant & professional attitude with Clients & co- workers
* Adapt to varied work situations & to keep confidentiality on relevant matters
* Prioritization of work and completing the task within the time limit

**PROFESSIONAL EXPERIENCE:**

**DATUM RECRUITMENT SERVICES –Recruitment Consultant (Africa & Middle East)-June 2015 to June 2017**

Datum Recruitment Services is an International Employment Agency specializing in recruiting for jobs in Africa providing Executive Search and Staffing Solutions for Middle Management and Executive Level jobs in Africa and help expatriates and locals build fulfilling careers in Africa.

**Job Responsibilities:**

* Understanding the requirement & Job description as per hiring criteria.
* Sourcing profiles / resumes through multiple sources (head hunting, networking portals, job portals, internal references, etc.)
* Scrutinizing, screening and short listing resumes based on specific criteria, skills, platforms, qualifications and relevant experience
* Interacting with clients for scheduling of Interviews , coordination & drives or line up
* Conducting reference check
* Maintain Candidates Tracking Sheet & MIS reports for keeping better track with the management.
* Taking care of end to end recruitment.
* Exposure in recruiting from various networks like – Facebook, LinkedIn, etc.
* Handling companies web chat & providing information’s to clients & candidates
* Portals used: Bayt, Iran Talent, Brighter Monday, LinkedIn Recruiter, Monster, Naukri, Yatedo, Times Job

**DATAMATICS FINANCIAL SERVICES – Customer Service Specialist – October 2014 to June 2015**

* Customer service management- Customer queries handling & satisfaction
* Team coordination
* Telephonic verification for Investment, Bank Account Opening, Statement, Address details and PAN updation
* To achieve daily target
* Client management

**PROFESSIONAL & EDUCATIONAL CREDENTIALS:**

* 2016-2018: Pursuing Post Graduation Diploma in HR from Welingkar Institute of Management, Mumbai.
* 2014: Graduated in Business Management (BBM) from St. Agnes Autonomous College, Mangalore, Karnataka.

**IT Skills:**

* MS Office
* Microsoft Outlook
* Completed certificate course in ERP TALLY 9

I hereby declare that the information furnished above is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Yours sincerely,