

REENU SUSAN VARGHESE

Recruitment Specialist

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Currently working as a freelance Recruiter with a demonstrated history of working in the human resources industry. Always committed to providing and maintaining a safe and secure work environment. Having developed excellent interpersonal skills, as well as the ability to communicate professionally, enjoys being part of a successful and productive team.

Major Qualifications

- | | |
|---|------|
| ▪ Master of Business Administration (Operations Management) | 2021 |
| ▪ Bachelor of Technology (Electronics & Communication - Cochin University, India) | 2010 |
| ▪ Post-Graduation Degree in Digital Marketing- India | 2020 |

Training and Certifications

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| ▪ Google Analytics Certifications-2
2020 | Issued - |
| ▪ Google Ads Certifications-5
2020 | Issued - |
| ▪ Facebook Blueprint Certifications-14
2020 | Issued - |

Employment Summary

Total Experience- 7 years +

Nov 2021- Till Present	Freelance Recruiter
Jan 2021 - Oct 2021	Recruitment Specialist-Parkar HR Solutions – Dubai
Jan 2017 - Dec 2020	Inside Sales Coordinator/Recruiter – SawTech, Sharjah
Dec 2014 - Dec 2016	Estimation Engineer – Solas Marine Services Co.LLC, Dubai

Work Experience

Parkar HR Solutions
Recruitment Specialist

1/2021 – 10/2021

Responsibilities:

- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media

- Screen resumes and job applications
- Conduct initial phone screens to create shortlists of qualified candidates
- Scheduling interview for candidates in-person for a wide range of roles (junior, senior and executive) especially in medical fields
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Creating graphic images for websites to upload in social media and Google My Business profiles.
- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Liaise with external recruitment agencies
- Have experience of using LinkedIn to search for candidates
- Have excellent communication skills
- Tracking of all open requisition and their current hiring status – including interviews, offers and start dates.

SawTech, Sharjah

01/2017–12/2020

Inside Sales Coordinator /Recruiter

Responsibilities:

- Raising timely invoices, variations, claims and settlement, finalization of various suppliers, subcontractors, work planning and execution of works with optimum resources.
- Price negotiations with customers
- Payment follow-up
- Maintain complete records of all received customer LPO's and placed purchase order to prepare report for Sales Manager
- Produces reports based on the sales of employees in the sales department
- Ordering the required material as per specifications.
- Knowledge of CRM and ERP systems.
- Providing administrative support to the sales team
- Developing monthly sales reports
- Maintaining and updating sales and customer records
- Managing end to end recruitment.
- Candidate screening, interviewing, profiling & doing reference checks and taking care of whole interview Process
- Following-up with the candidates to keep them Active & Available for Pre-On-boarding and Post On-boarding procedures.

Responsibilities:

- Floating BOQ to supplier and manufacturer
- Liaising with procurement team on both technical and commercial aspects of product
- Payment follow-up
- Comparison study of supplier and manufacturer quotation
- Preparing proposals for Commissioning of Gas Detection System, Fire Detection System, PAGA System for ships and offshore drilling Rigs
- Evaluation of tender document and schedules
- Preparation and submission of tender document or commercial and technical proposals
- Following up with the customers and ensuring that quotations are received on time.

Computer and Technical Skills

- **SEO Tools Used** – Google Analytics, Google Search Console, Google Keyword Planner, MOZ , Google Page Speed Insights, Rank Tracker, Google My Business, Word Tracker
- **Analytical & Data Visualisation Tools Used** –Google Analytics, Rank Tracker, Google Page Speed Insights, Google Search Console, Microsoft Excel, Website SEO Checker
- **Reporting & Documentation** – Microsoft Word/Excel, Google Sheets
- **Client Management** –CRM,SAP
- **Content Management Systems Used** – WordPress
- **Crawling & Site Auditing Tools** – Google Search Console, Website SEO Checker, Google Page Speed Insights, MOZ, Ubersuggest
- **Operating System** – Windows, Mac
- **Coding& Others** – HTML, SQL, MS Office Suit

Personal Details

Age & Date of birth	:	33, 04-09-1988
Marital Status	:	Married
Passport No	:	L2919817
Date of Expiry	:	16-June-2023
Visa Status	:	Husband Visa
Nationality	:	Indian
Languages Known	:	English, Malayalam and Hindi

References and Further Career History

Available upon request

Declaration

I hereby declare that all information and particulars furnished above are true to the best of my knowledge and belief.

Date: 19-12-2021

Place: Sharjah