



## **ANGELA MARY SAJI**

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To work in a challenging environment wherein, I can establish myself to grow with diligent efforts and sharpen my professional skills along with the growth of the organization.

### **PROFILE SUMMARY**

**Work experience of 3.3 years around National/International Recruitment & Client Services. (HR/Client Servicing with Healthcare Industry). Focused on the leadership and Executive level search within the Healthcare sectors. Good hand of explore in Hospitals, Pharmaceutical, Diagnostics, IVD Diagnostics and Medical Devices industries.**

Proficient in talent acquisition. Ability to negotiate terms effectively with excellent communication skills to enhance the overall strategic plan of. Proven professional with extensive interest in recruitment. Skilled at addressing high attrition rates. Good introspection with insight to select deserving candidates during the recruitment process, matching the departmental and process requirements.

### **WORK EXPERIENCE**

**Company Name:** *Walsons Healthcare.*

**Designation:** *Recruitment Specialist- Healthcare.*

**(June 2021 – Jan 2022)**

Walsons Healthcare is a trusted partner for the next big leap in your career in the healthcare world. We identify the best practices in healthcare staffing and understand that optimal staffing is essential in providing care and quality in this era of value-based healthcare. Having a global presence, counseling from award-winning career advisors and candidate hand-holding at each milestone, we bring to table an experienced team of highly skilled recruitment professionals that enables us to offer our clients the best industry talent.

#### **Responsibility:**

- Sourcing candidates as per the requirement of Clients in Domestic & International market.
- To review CVs and applications for pre-screening and identify candidates for interview.
- To Schedule interview for prospective hires to fill client roles.
- To place the candidates as per their preferences/specialty & the requirements of the Clients.
- Contacting ward/hospital for their requirements & to look for the candidates accordingly.
- Sourcing potential candidates through online channels (LinkedIn, Naukri & Facebook)
- Coordinating with hiring managers to identify staffing needs
- Design job descriptions and interview questions that reflect each position's requirements

- Taking the first round of assessment and follow-ups.
- Background Verification (Reference checks).

**Designation:** *Research Associate*

**Company Name:** *Qwazent Health Search Pvt. Ltd.*

**(Oct 2018 - May 2021)**

Qwazent Health Search is India's leading Healthcare focused Executive Search and Consulting firm providing Talent Acquisition and Talent Mapping solutions across the industry. India's first specialist executive search firm in Healthcare, we place talented executives, doctors, and administrative leaders of the highest caliber across the entire value chain of the Healthcare Industry. Promoted by a combination of experienced Healthcare and Search professionals, Qwazent Health Search brings the right mix of industry experience coupled with a proven track record of delivery.

**Handled Executive and Management level searches across healthcare industry i.e. Pharmaceuticals, Health- tech, Medical Devices, Diagnostics, IVD Diagnostics etc.**

**Responsibility:**

- Managing the complete recruitment life-cycle for sourcing the talent from diverse sources after identification of manpower requirements for Doctors, Nursing, Paramedical and Administration broad group.
- Develop effective recruiting plans and strategies
- Assess assigned positions to develop job descriptions and job candidate profiles
- Source applicants through various methods including advertising, recruiters, job sites, career fairs, online platforms (LinkedIn, Naukri)
- Interviewing job applicants, review application / resume, evaluating applicant skills and making recommendations regarding applicant's qualifications.
- Managing the implementation of recruitment life cycle after sourcing the best talent from diverse backgrounds including affirmative action.
- Maintain effective relationships with social and professional networks to source qualified candidates
- Understanding client requirements, performing primary and secondary research, and collecting data Preparing job description
- Networking, Head Hunting and employee engagement
- Review resumes and qualifications to determine suitability of candidates
- Schedule and coordinate interviews cooperatively with hiring Client
- Inform candidates fully about the job and company
- Brief and debrief candidates before and after interviews
- Managing all communication with candidates
- Provide regular updates and feedback to manager
- Preparing weekly work in progress reports of entire team.
- Market Research of Healthcare Industries.
- Organizing events, festival celebration and activities to experience new environments, encourage inter-culture growth and strengthen team interaction

**Achievements:**

- ❖ Have closed leadership positions like Country Manager, Group Head-HR, Head- Supply chain, Group Head Marketing, etc.
- ❖ Recognized as a permanent employee within 3 months.
- ❖ Recognized by the management as **"Star of the Quarter"**

## INTERNSHIPS (During MBA)

**Company:**

**HCL Infosystems Ltd.**

**Duration : 2 Months.**

**Topic : HR Recruitment (Talent Acquisition)**

**Description :** In this corporate training program during my PGDM/MBA, practical explore of IT recruitment process, telephonic interview, talent acquisition process and placing employees.

## INTERNSHIPS (During BBA)

**Company:**

**SVMR Logistic Ltd.**

**Duration : 2 Months.**

**Topic : Export Operation**

**Description :** I have done this corporate training program during my BBA, practical exposure of booking container, shipping, tracking container and documentation is learned.

➤ **MBA Project:** Talent Acquisition: Changing dynamic recruitment process on the basis of talent acquisition process.

Degree	EDUCATION Institute	Year
MBA	Annamalai University	2016-18
PGDM- Full Time	New Delhi Institution of Management, Delhi	2016-18
BBA	Ganga Institute of Technology and Management, Haryana	2013-16
Class XII, CBSE	Kendriya Vidyalaya No.3, Naraina, Delhi	2013
Class X, CBSE	Kendriya Vidyalaya No.3, Naraina, Delhi	2010

## STRENGTHS:

- Passionate about work
- Good communication skills
- Excellent theoretical knowledge
- Good knowledge of clinical practices and protocols.
- Extremely motivated towards career.

- Quick learner

#### **COMPUTER SKILLS:**

- Microsoft office (Word, Excel, Outlook)
- PowerPoint
- Microsoft Access
- Email
- Web and Social skills

#### **LANGUAGE SKILLS:**

- English
- Hindi
- Malayalam

#### **EXTRACURRICULAR SKILLS**

- Achieved gold and silver medals in Throw ball, badminton and tag of war.
- Passion towards music inspire me to join the St. Thomas Marthoma church choir member.
- Participate in various social activated (Blood donation camp, flood relief camp and education for children in slums)

#### **INTERESTS AND ACTIVITIES:**

- Serving the poor and needy people
- Playing Throw ball
- Traveling
- Interacting with people
- Art and Crafts
- Gardening
- Listening to music
- Cooking and Baking

#### **PERSONEL DETAIL:**

- Fathers Name: Sajimon J
- DOB : 5 June 1995
- Marital Status : Married
- Nationality : Indian
- Passport no. : S4377862
- Address : Kannathu House, Mannarathara, Ettichuvadu P.O, Ranni, Pathanamthitta
- Kuwait Address: Mangaf, Block-4, street -25, House 114.