

RESUME

RIBBY MATHEW GEORGE

Email ID: ribymathew4u@gmail.com

Contact No: +971 528557064

<https://www.linkedin.com/in/ribby-mathew-george-b4998597/>



CAREER OBJECTIVE

To obtain and secure a position that I can utilize my previous work and educational experience allowing room for growth. I am open to any type permanent Office jobs.

ACADEMICS

- **B.E in Computer Science from Anna University** (2008-2012) (secured 60%)
- **PLUS TWO (Science)**, Board of Examination in March 2008 (secured 73%)
- **SSLC**, Board of Examination in March 2006 (secured 75%)

TECHNICAL QUALIFICATION

- **IELTS General (Overall 6.5) 2019-2021**
- **CCNACCNP, MCSE, RHCE (Course Completed)**

EMPLOYMENT HISTORY

Gulf Corner Duty paid Shop

Cashier

Nov 2018 to Dec 2019 (1 Year)

Summary

Welcoming Customers, answering their questions, helping them locate items and providing advice or recommendations, accepting payments, ensuring all prices & quantities are accurate and proving a receipt to every customer

Sysinfy Tech Private Ltd, Cochin (MSI, McLean, VA)

June 18 – Oct 18 (6 months)

Sr. Resource Specialist (US IT & non IT)

Job Summary

- Involved in full life cycle recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time for permanent positions for the **US Federal and DOD Clients**
- Recruiting using job boards like Dice, Monster, Indeed and social networking sites like LinkedIn, employee referrals, online advertising.
- Understanding the requirement, identifying the right candidates & interacting with them about the job role and requirements, present and future growth opportunities.
- Screening the candidates through detailed phone screens, evaluate candidate's compatibility with the specific job requirements ensuring that they are comfortable with the job position before submitting to the client.
- Negotiating salaries with candidates and closing the position.
- Responsible for building database and pipeline of well qualified IT consultants.
- Submitting the right candidate by getting the LOC OR LOI (RTR) from them and preparing the submission format of the resume and submission e-mail and sending it to the team lead.
- Understanding & working on different Tax terms like W2, C2C and 1099.

Senior Recruiter (US IT & non IT)

Dec 14 - Dec 17 (3 year)

Cochiken Info systems Pvt LTD (BPM Bi Inc, Washington, DC)

Kozhencherry

Job Summary

Responsible for sourcing, recruiting, and screening applicants for a variety of technical positions, including software engineers, system administrators, computer programmers, and database administrators.

COMPUTER OPERATOR

Nov 12 - Sep 14 (1 year 10 months)

Ozone Systems ,

Kottayam

Job Summary

Responsible for supervising the operation of computer hardware systems and ensuring machines are functional and secure. Sets controls on computers and devices to run jobs. Maintains logbooks for job runs and lists malfunctions.

Junior SYSTEM ADMINISTRATOR
Soften Technologies
Ernakulam

Oct 12-Oct 13 (1 year)

Job Summary

Worked with Senior System Administrator for designing, organizing, modifying and supporting a company's computer systems. Designs and installs LANs, WANs, Internet and intranet systems, and network segments.

PERSONAL PROFILE

Date of birth	:	16 - 11 - 1989
Nationality	:	Indian
Gender	:	Male
Marital status	:	Single
Languages known	:	English, Malayalam, Tamil
Passport No.	:	M2041185
Availability	:	IMMEDIATELY
Visa Status	:	Visit Visa (Expires on Dec 30th 2020)

DECLARATION

I hereby declare that the above-mentioned information is authentic and true to the best of my knowledge and belief.

Place: Dubai

Date:

Ribby Mathew George