

Jincy K Wilson

Talent Acquisition Specialist



Career Objectives

To obtain a role in a dynamic company where I can contribute to its success through my experience and skills, while also learning from the company and developing my career as a Human Resources professional.

Contact

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Jincy K Wilson
(W/O) Alwin Jose
Abu Dhabi – UAE

Education

2017-2019: MBA (Master of Business Administration), HR & Finance, Calicut University, Kerala, India

2013-2017: B-Tech (Bachelor of Technology), Computer Science & Engineering, Calicut University, Kerala, India

Skills

Tally ERP 9, AHK Basics,
MS Office, C, C++, LaTeX

Languages

English, Hindi, Malayalam

Work Experience

Talent Acquisition Specialist

Al Hilal Bank (February 2020 – August 2020)

- Developed a tracking system to enable clear visibility into the hiring of interns.
- Updated talent acquisition dashboards on weekly basis.
- Track and maintain an active pipeline of candidates.
- Posting of career opportunities on various recruitment tools.
- Scheduling and coordinating interviews.
- Assisted in preparing offers of employment and coordinating the necessary documents for obtaining employment visas according to UAE regulations.
- Conducting thorough reference checks.
- Handling on boarding procedures.
- Ensuring that the hiring process is in line with the on-boarding process standards.
- Ensuring that the priority for promotions and transfers is given to internal candidates before sourcing external candidates.
- Maintaining a Talent Bank of candidate CV's to create a talent pipeline for future vacancies.
- Assisting in other areas of Human Resources as and when required.

Internships & Seminars Attended

- Internship at Hedge Equities Cochin, Ernakulam, Kerala, India
- Attended the seminar conducted by Hedge Securities on Mutual Fund and Fundamental Analysis
- Attended the seminar on Android Platform (Level 1.0)

Personal Details

Gender	: Female
Date of Birth	: 19-June-1995
Marital Status	: Married
Nationality	: Indian
Visa Status	: Sponsored By Spouse