

# RAFNA KAREEM



## ABOUT ME

Dynamic, passionate, and ambitious HR and Business Development professional with a proven record of sourcing, lead generation, recruiting, and onboarding staff with **three years** of experience. Strong networking skills with exceptional communication, willingness to take ownership, making critical decisions during challenges, and a hunger to learn and gain experience to be an integral part of a team.

## CONTACT



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## PROFESSIONAL SKILLS

- Networking
- Lead Generation
- Headhunting
- Interviewing
- Project Management

## EXPERIENCE

### RECRUITMENT AND BUSINESS DEVELOPMENT CONSULTANT

FREELANCE | DUBAI, U.A.E

MAY 2020 – PRESENT

- Sourcing candidates for Mid, Senior IT and non-IT candidates.
- Generate leads and source projects to start-ups and/or mid-sized companies.

### HR AND OPERATIONS MANAGER

LOOKINGS SOFT PVT. LTD. | KOCHI, INDIA

OCTOBER 2019- MARCH 2020

- Responsible for all HR activities of the company that includes end to end recruitment, employee relations and payroll.
- Also responsible for lead generation, social media marketing and project management.
- Identified the potential Australian client through LinkedIn constant networking, negotiation, and succeeded in closing the deal worth **US\$ 10,000**.

### HR GENERALIST

SAYONE TECHNOLOGIES PVT. LTD. | KOCHI, INDIA

JUNE 2018- SEPTEMBER 2018

- Recruited Python Django developers and QA.
- Documented and maintained employee information using HRMIS- KEKA

### HR EXECUTIVE

CREATIVE TRAVELS & TOURS | DUBAI, U.A.E

JULY 2015- JANUARY 2017

- Worked closely with stakeholders to develop job descriptions and execute recruitment plans, screen applicants, and interview process.
- General Administration.

## CERTIFICATIONS

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- Agile Performance Management and Next-Generation Performance Management and Performance Appraisal by Robert Mosley
- CAPSTONE -Business simulation.
- Human Resource Development by NPTEL
- Microsoft Office-2016 Specialist

## PERSONAL INFORMATION

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- DOB: 30-06 -1992
- Marital Status: Married
- Visa status: Husband Sponsorship
- Language: English, Malayalam, Hindi

## EDUCATION

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### POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

HR AND MARKETING | JUNE 2017 - APRIL 2019

SCMS Cochin School Of Business, Kerala, India

CGPA: **3.08**

### BACHELORS OF ARTS (B.A)

COMMUNICATIVE ENGLISH | JUNE 2010 - MAY 2013

St. Xavier's College For Women, Kerala, India

CGPA: **3.23**

## VOLUNTEER EXPERIENCE

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- Journalist (Media Relations Club) and content writer of official SCMS website and other social media platforms.
- President of HR Forum, SCMS Cochin School of Business.
- Head of the Students Media and Communication Club, St. Xaviers College, Aluva.

## REFERENCES

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### Nishi Thariq

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