

JEMY MATHEW



Recruitment Consultant / Business Developer

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Al Qusais, Dubai, UAE

PROFESSIONAL SUMMARY

Self-motivated and Enthusiastic Recruitment Specialist and Business Developer with 3+ years of experience in 360° recruitment with Professional result driven ideas. Recruited for The National Health Services (NHS) – UK, for almost all healthcare specialties. With an extensive knowledge in recruitment process, account management and its background work from resourcing to placing, I came to the UAE to develop my standards and to establish a new network of candidates.

STRENGTHS

- Detail, efficient and goal oriented.
- Strong analytical ability.
- Enthusiastic, versatile, problem solver, juggles multiple tasks, respond creatively and quickly with conventional or unconventional solution
- Able to work under pressure.

PROFESSIONAL EXPERIENCE

Front Desk Administrator (August 2020 – Till Date)

Klass Homes Interior Decoration L.LC, Al Barsha

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Research and evaluate potential vendors and suppliers
- Request quotes and compare prices for maximum ROI

- Create and maintain good relationships with vendors and suppliers
- Negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality
- Track incoming inventory, delivery arrival time, and note actual arrival time
- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies
- Work with team members, supervisors, and purchasing manager to develop future purchasing plans and source potential relationships with vendors
- Ensure all deliveries contain all goods requested

Recruiter cum Business Development Executive, (March 2017-August 2020)

LOCUM MEDS-London. (Work Space-Kochi, India)

- Recruiting and maintaining database, with updated CV's, of Medical & Non-Medical Candidates, like RGN, ANP's, INP's, NP's, Phlebotomist, Pharmacists, Para meds, HCA's, Medical/Dental Practice Managers, Medical/Dental Admin, Medical/Dental Receptionist & Medical Secretary.
- Posting Job Adds on job portals, if required candidates unavailable with our database.
- Full Filling of Current Vacancies & generate new Vacancies.
- Hunting for required candidates and clients.
- Responsible for Payroll and are notified to candidates.
- Up to date all candidates' profiles with updated CV's, compliance documents & mandatory certificates.
- Keep track of candidates training directory.
- Notifying candidates regarding expiry or renewal of training & mandatory documents.
- Responsible for making the contract for client & candidates.
- Coordinate with the Employee for work satisfaction.
- Other Ad-hoc works.
- MIS & HRIS reporting.

HR Assistant & Office Admin, (April 2016 – Feb 2017)

MOAT Financial Services (P) LTD,

- Entire Front Office handling
- Day to day Administration of the full office
- All procurement and vendors/suppliers' relations
- Facility Management of the office
- Travel and Meeting arrangements for the company
- Petty Cash handling with MIS reporting

- Marketing support and co-ordination for the company
- All inter-department effecting co-ordinations
- Supervising the ministerial staffs with proper log books
- Controlling all Inwards and Outwards documents of the company
- Arranging for Investor events and presentations
- Providing full support for the Directors diary planning and meeting arrangements

Office Administrator, (Aug.2014–March 2016)

Tecas IT Group (P) LTD, Kochi, India

- Building productive, collaborative relationships with employees, and HR business partners.
- Assisting with employee relations.
- Reviewing resumes and applications sent in by job applicants.
- Maintaining employee files and the HR filing system.
- Advising employees and helping them make informed decisions about their careers.
- Helping employees with benefit issues.
- Scheduling interviews for job applicants.
- Preparing badges, passes, and identification cards for staff.
- Assembling new hire information packs.
- Reviewing staff monthly vacation reports.
- Responding to applicants regarding job openings.
- Planning and coordination HR presentations and training sessions. Writing up job descriptions
- Using word processing software and printers to create a variety of documents and reports.
- Preparing job postings for vacancies.
- Welcoming new employees and arranging induction programs for them.

EDUCATION

- Msc in Computer Science (MG University) from Baselios Poullose II Catholicos College, Piravom with 62.18 %
- BSc in Mathematics (MG University) from Bharata Mata College, Thrikkakara with 69.50 %.
- HSC (Kerala State Board of Examination) from St. Mary's H.S.S, with 78 %.
- 10th (CBSE) from Mahatma Gandhi Public School, with 65%.

PERSONAL DATA

Date of Birth: 14.12.1990

Sex: Female

Nationality: Indian

Marital Status: Married

VISA DETAILS

Visa Status : Visit Visa

Date of Issue : 15.01.2020

Date of Expiry: 30.11.2020

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

DECLARATION

I hereby declare that, all the information given is true to my knowledge and belief.

Date: 10/10/2020

Place: Dubai

(JEMY MATHEW)