

# JERIN JOSE

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Human resources recruiter offering over 2 years of experience assisting organizations in increasing performance and achieving operational goals. Strong intrapersonal and communication skills, expert in conducting negotiations, and ability to interact with employees of all levels. Consistently strives for excellence while upholding policies, procedures, and regulations.

## EDUCATION

MBA ► Sathyabama Institute of Science & Technology, Chennai	Jun 2016 - Jun 2018
BCA ► ASAN MEMORIAL COLLEGE OF ARTS AND SCIENCE	Jul 2012 - Jun 2015

## EXPERIENCE / INTERNSHIP

Recruiting Scientist ► Hunt & Badge Consulting Pvt Ltd	Oct 2019 - Present
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- Working for clients like Amazon, Ally, Casaone, Domino Data Labs and many other product startups and established Companies etc.
- Analyze employment-related data and prepare required reports.
- Hire employees and process hiring-related paperwork.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.

RPO ► Amazon (Payroll of Hunt&Badge Consulting)	Mar 2020 - Jun 2020
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- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Interaction with the client to have a through understanding of the job requirements.
- Analysing the requirement and processing quality resumes by matching the skills and client's expectations.
- Responsible for processing resumes for multiple requirement on timely basis.
- Participate in requirement clarification meetings to fully understand client needs (skill set, experience level, education, domain, technical knowledge, budget, soft skills etc.)

Associate Consultant ► CareerNet Technologies Pvt Ltd	Aug 2018 - Aug 2019
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- Working for clients like Freshworks, Vivitri Capital, Gigamon, Urjanet, Trimble etc.
- Interaction with the client to have a through understanding of the job requirements.
- Analysing the requirement and processing quality resumes by matching the skills and client's expectations.
- Find potential candidates by utilizing Naukri, LinkedIn, Company database and references.
- Responsible for processing resumes for multiple requirement on timely basis.
- Serving as a point of contact for the clients and candidates on feedbacks, scheduling interviews, followup.
- Build and maintain strong relationships with clients and candidates through consistent communication.
- Participate in requirement clarification meetings to fully understand client needs (skill set, experience level, education, domain, technical knowledge, budget, soft skills etc.)

## SKILLS ( TECHNOLOGY / FUNCTIONAL )

Sourcing & Screening | Technical Recruiting | Talent Acquisition | Human Resources