

JOYEL ABDUL

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HUMAN RESOURCES PROFESSIONAL

Proactive and results-driven HR-Professional with more than 4 years of (full cycle) recruitment experience, and 5 years of Administration & Management related experience.

AREAS OF EXPERTISE

*HR Department Startup
Job Description Creation
Posting Job Opportunities
Sourcing/ Screening/Interviewing*

*Compensation Negotiations
Pre-employment Checks
Orientation & On-Boarding
Cultural Diversity/ Networking*

*Employee Relations
Benefits/ Payroll/ Filing
Training and Development
Recruitment Strategy*

PROFESSIONAL EXPERIENCE

HR-Recruiter Intern

American Civil Liberties Union, (Non-Profit, Nationwide) New York, NY

June 2013 – Nov 2013

- Worked closely with the Human Resources staff including HR-Generalists, HR-Coordinators, Talent Acquisition Specialist, and HR-Manager on recruitment, selection and diversity and inclusion programs
- Provided administrative support for all HR functions, including filing, copying, and general correspondence.
- Identified recruitment sourcing strategies, and provided up-to-date weekly tracking reports related to full-cycle recruitment activities and monitored multiple HR e-mails
- Developed job descriptions, posted new job openings using job boards, universities, social media tools, mail-merges, plus researched on finding alternative job boards, attended multiple career fairs and build talent pool for future openings
- Participated in candidate assessments, applicant screening, scheduling interviews and trained new HR-Interns
- Reviewed resumes, conducted telephone and in-person screening of applicants, and continuous communication to hiring managers to schedule interviews, provided feedback, and next steps information
- Daily preparation of candidate matrix, salary comparison, hiring approval request & Memo's, drafting offer letters, sending rejection letters, data entry, maintaining employee files, manually and electronically and worked on many Ad-hoc projects

HR & Operations Assistant

SAAVN, LLC (Global, Tech Start-Up) New York, NY

Jan, 2010 – May 2013

- Assisted with the full-life-cycle of the recruiting and hiring process for the several companies under the [212] Media umbrella
- Helped establish HR department with the HR-Manager on recruitment and retention, staff development, compensation, HR records management, company policies development, and legal compliance for creating the company handbook
- Managed Smartrecruiters (ATS) for tracking and screening applicants, posting on job boards, social media, and talent pool.
- Reviewed resumes, conducted telephone and in-person screening of applicants, and continuous communication to hiring managers to schedule interviews, provided feedback and next steps information
- Managed onboarding process for new hires, and actively worked with immigration lawyers for H1B Visa/Green card
- Assisted with the administering of benefits programs such as life, health, dental, disability insurances, pension plans, vacation, sick leave, leave of absence
- Used ADP-Total source for payroll, benefits, compliance, and maintained employee files, manually and electronically
- Provided administrative support for all HR functions, including filing, copying, general correspondence, and administered annual performance reviews and ensured compliance of daily operations, plus worked on many ad-hoc projects
- Reporting on various metrics including turnover, headcount, and compensation
- Support HR team, handle employment verifications, hire and terminated employees in the system, and solved tech related issues

Owner/GM

Express Café & Bakery, New York, NY

May 2007 – Nov 2009

- Managed day-to-day operations over 15 employees in a 24/7 business
- Tailored and implemented company rules, policies and procedures
- Stored inventories, tracked business expense, organized schedules, conducted payroll.
- Computed and managed inventory, as well as, accounts receivables and accounts payables
- Closed a very high stake transaction with the small business bank (CIT) for depreciated assets

EDUCATION

The City College of New York, June 2014

Bachelor of Arts, Major: Business Administration and Management/ Minor: Economics

Kingsborough Community College, June 2012

Associates of Arts, Major: Business Administration and Management

SKILLS

Key Qualities: Articulate, client focused, self-directed, detail-oriented and exceptionally organized

Technical Skills: Microsoft Office Suite (PC & MAC), ADP Enterprise & Total Source, MS Dynamics, Workshare, ICIMS, Smartrecruiters, and Jobvite

Linguistic Skills: Tri-lingual; fluent in English, Bengali & Hindi