

# Amarachi Iwuamadi

-Email me on Indeed: <http://www.indeed.com/r/Amarachi-Iwuamadi/d0865be2eda6eaea>

To pursue and develop a professional career in a veritable organization working with existing staff and facilities. Contributing the best of my ability and quota and to improve organizational objective and achieve managerial goals and targets.

## Work Experience

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### **Senior Recruitment Consultant**

SELLAFIELD ENERGY - Lagos, GU

November 2021 to Present

#### **RESPONSIBILITIES**

- LinkedIn optimization- Building company awareness, posting news updates and building my network for better connection and opportunities.
- Actively source and maintain a database of Senior Level, Mid-Level and Low-level candidates
- Resourcing new candidates: headhunting, networking, database.
- Reviewing of applications, screening, obtaining necessary information from qualified candidates such as years of experience in preferred area of interest, expected salary, current salary, current employer and notice period, and then tailoring the profiles to client needs.
- Participating in the offer process including negotiating offers with candidates.
- Managing communications between applicants, hiring managers and others to keep all parties apprised of the status of each search.
- Submitting approved profiles in due time and creating a shortlist of candidates for the client.
- Profiling CVs and drawing up synopsis to be forwarded to clients regarding suitable applicants.
- Reviewing online applications, evaluate qualifications of both internal and external candidates, conduct prescreen interviews to analyze candidate experience and fit and develop a short list of potential candidates.
- Organizing pre-interview/virtual test run for candidates before their main interview with the client.
- Brief candidates on the job details such as responsibilities and job benefit as well as other important information.
- Requesting references and check suitability of applicants before forwarding profiles to clients.
- Working closely with other Recruitment Consultants to develop and implement relevant attraction plans for specific regions and/or industries.
- Carrying out trainings on the recruitment process.

#### **BUSINESS DEVELOPMENT**

- Network to identify new business opportunities through utilizing network and market experience.
- Responsible for resourcing and placing top talents with companies.
- Carrying out research on proposed client companies and upcoming/ongoing projects in the oil and gas industry.
- Effectively demonstrate “best practices” and promote brand awareness
- Developing new business relationship and brand building

#### **CLIENT RELATIONSHIP MANAGEMENT(CRM)**

- Manager existing relationship with Clients.
- Ensure each recruitment assignment is delivered to Client expectation.

- Ensuring business relationships are sustained and clients satisfied.
- Meet and exceed KPIs and revenue targets

### **Recruitment Consultant**

SELLAFIELD ENERGY - Lagos, GU  
September 2020 to October 2021

#### **RESPONSIBILITIES**

- LinkedIn optimization- Building company awareness, posting news updates and building my network for better connection and opportunities.
- Actively source and maintain a database of Senior Level, Mid-Level and Low-level candidates
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- Reviewing of applications, screening, obtaining necessary information from qualified candidates such as years of experience in preferred area of interest, expected salary, current salary, current employer and notice period, and then tailoring the profiles to client needs.
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### **Associate Software Engineer (front-end)**

TRUPARSE NIGERIA  
April 2020 to July 2020

#### **RESPONSIBILITIES**

- Involving in the tasks of building responsive webpages.
- Perform troubleshoot on all programs to ensure compliance to deadline and collaborate with quality assurance tests to perform end to end tests.
- Coordinate with all cross functional team to analyze issues.
- Maintain record of all status reports for issues resolution.

### **Sales Executive (nysc)**

ZINDERA SERVICES LIMITED  
June 2019 to March 2020

#### **RESPONSIBILITIES**

- Organizing sales visits and establishing new business.
- Offered complete availability to customers maintaining close contact to handle any question or concern.
- Meeting deadlines consistently, working effectively under pressure to achieve all targets.

- Completed accurate work by carefully reviewing every order.

### **Undergraduate Internship**

VISIONEDGE SOLUTIONS LIMITED

February 2017 to October 2017

#### RESPONSIBILITIES

- Kept employee records updated, processing employment status updates and other key changes.
- Contacting clients and organizing meetings.
- Telemarketing of our services

## Education

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### **Bachelor of Science in Computer Science**

Redeemer's University

September 2018

Assemblies of God High School

June 2007

### **Leaving Certificate in INTEREST**

Aaresther Divine School

July 2001

## Skills

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- Adept with Microsoft office suites (Word, Power-point, Outlook, Excel), Adobe Acrobat.
- Client relations and attention to details.
- Ability to adapt well in a multi-cultural environment.
- Exceptional verbal, written communication and inter-personal relationship skills.
- Ability to work under pressure with little or no supervision.
- Proficient in: HTML, CSS and Trouble shooting.

## Links

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<http://linkedin.com/in/onyeka-iwuamadi-07abb8164>