



JEISON ARTURO RIOS CASTAÑO

29 Years old

Bilingual IT Recruitment Analyst

PROFILE

Technologist in Human Talent Management and IT Technician, with experience in recruitment, attraction, appointment of personnel, interviews, application of psychotechnical and personality tests of talent from the IT sector for backend profiles, frontend, Fullstack, DBA, BI, QA, Infrastructure, bilingual. Experience in the use of LinkedIn and EImpleo selection platforms, payroll through World Office, settlement of social security contributions in Online Contributions, news reporting, hiring, settlement, vacations, internal customer service and physical file management and human talent digital. Excellent management of Microsoft Office (Excel, Word, Access), HTML5, CSS3, javascript and GitHub pages for the development of static web pages.

Proactive, self-taught, motivated by continuous learning, organized and with an excellent attitude.

COMPETENCIAS TÉCNICAS

Operative Systems: Windows 7-10, Linux Mint.

Selection platforms: EImpleo, LinkedIn.

Tools: Outlook, Asana, VSC, TeamViewer, AnyDesk.

Databases: SQL Server SSMS, Access, Excel.

Programming Languages: HTML5, CSS3, JS.

CONTACT

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PLACE OF RESIDENCE: Bogotá.

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ACADEMY

Uninpahu – Technologist in Human Talent Management

January 2018 – Actually 6th Semester, Night

Foundation Carlos Slim - Technician in Information Systems

December 2019 - May 2020

Certiprof – Scrum Foundations

Marzo 2022

EXPERIENCE

Asesoftware - Bilingual IT Recruitment Analyst

January 2022 - Currently

Recruitment, attraction, appointment of personnel, interviews, application of technical tests in the technology sector, profiles: Backend, frontend, fullstack, Technical Lead, Business Analysts, Marketing Managers, Project Managers, Bilingual, DBA, BI, QA, Middleware, Infrastructure, Public tenders (recruitment associated with the tender specifications) preparation of interview reports.

Samtel Consultores S.A. – Human Talent Assitant

August 2019 – January 2022

Recruitment, attraction, appointment of personnel, interviews, application of technical and personality tests in the technology sector, profiles: Backend, Frontend, Fullstack, Bilingual, DBA, BI, QA, Infrastructure, reporting, hiring, presentation of shortlist, visit to clients, survey of personnel requirements, control of references, validation of certifications, elaboration of contracts, labor certificates, control of digital and physical files.

Unisono - Teleoperador BackOffice

October 2018 – July 2019

Attention to requests from BBVA officials through mail and chat. Realization of labor certifications for active and inactive officials. Confirmation of labor certifications both by phone or by mail. Issuance and receipt of correspondence. Data confirmation for database update. Escalation reports to the client. Management of Banking tools - AS400 - Platform for payroll reporting and escalation of cases. Experience in managing Peoplesoft platform, Guis (extranet), Siebel, Abacus, Tibco, Fenix, Icp, Portanet, Altaír, Ged and Kenan application.

Reason for withdrawal: Beginning of Internships.

Aportes en Línea (Ventas y Servicios) - Advisor

December 2017 – March 2018

Settlement of the PILA payroll (integrated payroll for the settlement of contributions) in social security, news report and management of the Fanaia web application of the company Aportes en Línea. I acquired extensive knowledge in the payment of social security contributions AFP, EPS, ARL, CCF, FSP, MEN, SENA. News report and severance pay. Serving independent clients and companies.

Reason for withdrawal: Fixed term contract.

Colsubsidio – Cashier

July 2016 – November 2017

Customer service, cash accounting, cash handling, custody of securities, cross-selling of intangible products, among them, placement of credit cards and life insurance established by the Colsubsidio sales plan.

Banco de Occidente (Ventas y Servicios) – Loan Executive

November 2011 – August 2013

Customer acquisition, opening of new markets, customer service, commercial advice, external sales and management of drafts in public and private entities, cross-sale of the financial portfolio, analysis of risk centers (cifin), post-sale management and sales planning.