

# PAULINE JAMES

## HR Recruiter/Administrative Manager

### My Contact

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 Haifa, Israel

### Hard Skills

- Recruiter
- Team leader
- Administrator
- Product Management
- Project Management
- Testing medical device software and hardware.
- Software Skills, MS. Office

### Soft Skills

- Observation
- Decision making
- Good Communication
- Multi-tasking
- Negotiation
- Coordination

### Education Background

- Completed "New Product Development-Project Management" – a 3-month course offered at **Technion - Israel Institute of Technology** by Prof. Avraham Shub, Faculty Of Industrial Engineering and Management
- **Masters in Technology (Bio-Medical Engineering)**, Sathyabama University, Chennai, India (2013 - 2015)
- **Bachelors in Engineering (Bio-Medical Engineering)**, Sathyabama University, Chennai, India (2009 - 2013)

### Profile

Dynamic and achievement-oriented professional with 2 years of experience in companies as an HR Recruiter/Administrative Manager. Articulate communicator who can fluently speak the language of people and technology, blending technical expertise with interpersonal skills and open to learning New Tools and Techniques.

I have a **B1 Work permit** making me eligible to work in Israel.

### Professional Experience

#### **BMEC Imaging Pvt. Ltd, India | HR Recruiter & Admin' Manager**

2018 – 2020

Key responsibilities:

- Recruiting new staff for various roles across the organization
- Posted Ads to recruit New Employees, Shortlisted their Profiles, Interviewed and Recruited New Employees, and Conducted Exit Interviews.
- Experience in posting vacancies in job portals
- Experience in Negotiations
- Posted recruitment Ads on social media
- Produced Offer Letters, Relieving Letters and handed them over to the Joining and Relieving employees
- Handled scheduling, staffing, and budgeting for Projects using the tool Growsmart
- Handled Office Documentation and Reports.
- Managed Office activities and suppliers.
- Maintained all candidate records on the databases
- Liaising with the payroll department regarding employee pay and employee leave forms
- Maintained Attendance
- Managed team members

#### **AKAS Medical Pvt. Ltd, India | Project Coordinator/ Testing Engineer in Research and Development (R&D)**

2017

Key responsibilities:

- Handled four Projects, Reviewed their work, and Monitored the Team Members' progress
- Managed members from the Product Design team, hardware team, software team, and Testing team until product launch.
- Handled and processed customer feedback post-product launch
- Developed many Tests and Tested the Products
- Managed the troubleshooting of product defects
- Involved in New Products' Development, Testing, and Validation,
- Coordinating with Vendors,
- Assistance with the Implementation of Product use for Specified Projects

### Achievements

2018 – 2020	Two salary increments within 8 months of joining due to excellent feedback from the management on performance
2017	Was promoted to handle 4 projects within 2 months of joining due to excellent performance