

Khadija Rafi

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PROFESSIONAL SUMMARY

Recruitment Specialist and Administrative Professional with 3+ years of experience in high-volume hiring and GCC office operations across healthcare and corporate environments. Consistently deliver 50+ UK NHS nurse placements per year while maintaining 99–100% compliance on documentation, visa processing, and onboarding requirements. Advanced user of Talent Recruit and Zoho Recruit ATS platforms, driving faster time-to-hire, accurate records, and strong candidate experience.

CORE SKILLS & KEYWORDS

- **Hard skills:** Talent Recruit ATS, Zoho Recruit, full-cycle recruitment, Boolean sourcing, UK NHS recruitment, international hiring, visa and compliance documentation, HR records management, payroll assistance, MS Office (Word, Excel, PowerPoint).
- **Soft skills:** Stakeholder management, vendor coordination, communication, multitasking, problem solving, time management, confidentiality, adaptability, cross-cultural collaboration.
- **Action strengths:** Sourcing, screening, shortlisting, coordinating interviews, negotiating, onboarding, documenting, tracking, reporting, process improvement.

WORK EXPERIENCE

Desert Dreams LLC

Muscat, Oman

Executive Administrative Assistant

Dec 2024 - Jul 2025

- Oversaw daily administrative operations for the GCC office, maintaining 99% accuracy and compliance in documentation and records.
- Coordinated communication and purchase cycles with 10+ vendors and suppliers, ensuring on-time delivery for office and project requirements.
- Supported marketing and promotional events by planning logistics, preparing stock, and aligning materials to event timelines.
- Scheduled executive calendars, organized meetings, prepared minutes, and tracked follow-up actions to closure.

Entersit

Kochi, India

Talent Acquisition Specialist

Jun 2023 - Dec 2024

- Led end-to-end recruitment for 50+ annual placements, using Talent Recruit ATS to manage job postings, pipelines, and candidate communication.
- Partnered with multiple UK agencies and NHS Trusts to forecast demand, align candidate availability, and coordinate interview and joining dates.
- Created targeted job descriptions and online campaigns that increased qualified applications for niche clinical roles.
- Guided candidates through screening, interviews, documentation, and relocation, improving offer-to-join ratio and candidate satisfaction.

IFANGlobal India Pvt. Ltd

Gurugram, India

Recruitment Specialist

Sep 2022 - Jan 2023

- Sourced healthcare professionals through job portals, LinkedIn, referrals, and ATS databases to meet aggressive hiring timelines.

- Managed visa and compliance documentation, achieving 100% adherence to client and immigration requirements across the placement cycle.
- Scheduled and coordinated high-volume interviews, ensuring candidates were fully briefed on requirements and timelines.

NK Grains & Spices

Kochi, India

HR Executive

Jul 2021 - Jul 2022

- Maintained confidential HR files and employee records, supporting payroll preparation and statutory compliance.
- Coordinated recruitment and onboarding for staff positions, standardizing checklists and documentation.
- Monitored attendance systems and supported the implementation of HR policies across the workforce.

Envertiz Consultancy

Kochi, India

Sourcing Trainee

Dec 2020 - Feb 2021

- Coordinated interviews and documentation, helping candidates complete medicals, compliance checks, and joining formalities on time.
- Used Zoho Recruit to build structured candidate pipelines for UK NHS roles and track progress from application to offer.

Recruitment Specialist

Feb 2021 - Apr 2021

- Screened CVs and built shortlists aligned with NHS Trust criteria, improving quality of submissions.

INTERNSHIP

Kinder Women's Hospital & Fertility Center

Kochi, India

HR Intern

Sep 2019 - Oct 2019

- Supported Sourcing and initial screening for non-clinical and administrative roles.
- Maintained candidate files and assisted the HR team with day-to-day operations and documentation and non-clinical candidate sourcing and conducted initial screening.
- Maintained candidate files and provided administrative support to the HR operations team.

EDUCATION

Ilahia College of Engineering & Technology

Kochi, India

MBA - Human Resources & Marketing - APJ Abdul Kalam Technical University *Graduation Date: Mar 2020*

Ilahia School of Arts & Science

Kochi, India

Bachelor of Commerce - Mahathama Gandhi University Kerala *Graduation Date: Mar 2015*

LANGUAGES

English: Fluent (Written & Spoken)

Malayalam: Native / Fluent

Hindi: Conversational / Fluent