

JOHN PROFESSIONAL

professional@mail.com | +254704040404 | www.linkedin.com/a-b-c | Nairobi, Kenya

SUMMARY

A talent recruiter with three years in human resource operations with advanced proficiency of Google Sheet and Microsoft Excel. I have a proven track record of kindling and maintaining relationships with talented candidate to ensure the talent pipeline for the company is always in surplus.

EXPERIENCE

ACME INC.

January 2021 - Present

TALENT RECRUITER

- Helped grow the technical and product teams by 16 in three months in Q3 2022.
- Mentored 4 interns in the first half of 2022 with 3 receiving return offers from the company.
- Attended and was the key presence in recruitment drives and events which result in a consistent stream of talented candidates in our pipeline.

ABC ASSOCIATES

June 2019- December 2020

PAYROLL ASSOCIATE

- Streamlined payroll procedures ensuring the number of payments processed outside the normal payroll period is less than 10%.
- Improving the correspondence with the accounting team, ensuring the time to respond to payroll enquires in kept under 24 hours.

SKILLS

Netsuite

- Use of Netsuite ERP to easily coordinate with the hiring managers.

Google Suite

- Advanced proficiency in Google Sheets for data analysis, collaboration and asynchronous communication with Google Docs.

EDUCATION

MASOMO UNIVERSITY

Bachelor of Arts

September 2015 – April 2019