



Profile Summary

Results driven recruiting manager with 7+ years of proven ability to motivate personnel and go above and beyond individual and team targets with a demonstrated history of working in the security and investigations industry. 3+ years of experience in full lifecycle recruitment process (from requirements to sourcing leads to generating candidates to short listing to managing the process to complete process by client management).

Strong knowledge in Human resources, recruitment strategies (mass recruitment, social media recruitment, campus recruitment and in person job fair recruitment), selection strategies, compensation, training and development.

Skills Summary

- Microsoft Office
- Human Resources Information System
- Applicant Tracking System (ATS), NetHire, Indeed, C-views, WebApps, VISION, WinTeam
- Client relationship management
- Talent assessment & acquisition
- MBA and HMR Certification
- New employee orientation
- Organizing training sessions, job fairs, mass recruitment events
- Conducting performance review
- Building strong referral networks

Recruiting Team Lead: January 2018 – December 2019

Garda World

- Supervised the recruiting team (5 Recruiters) and reported teams performance, acted as the mentor and trained them on interview and hiring procedures and relationship management methods in an unionized corporation.
- Proven thought leadership by designing, developing a 360 recruitment strategy and successfully implementing the process (screening, recruitment, on-boarding strategy). This reduced recruitment costs, times and aligned recruitment goals with overall company strategy leading to the Recruitment team to become business partners.
- Promoted long term employee commitment, engagement and hence retention by mentoring, developing and training the employees. Actively listened to employees experiences, issues they face and structured development path to resolve issues, increase employees client knowledge base and client service capabilities by providing structured feedback.
- Successfully designed, developed and conducted mass recruitment strategy, event recruitment and campus recruitment. Successfully arranged and hired from 20+ job fairs at many college campuses including Humber College, Durham College, Seneca College, George Brown College, Lambton College, Conestoga College, City of Brampton, YWCA and YMCA.
- Coordinate with Client service managers to forecast future hiring needs.



Education, Certifications or Designations :

University of Minnesota 2019

Human resource Management : HR for people Managers

Binary University, Malaysia 2007

Masters of Business Administration

Binary University, Malaysia 2008

Industry Specialist Professional (Certificate)

NonViolence Crisis Intervention (NVCI) Instructor certificate

Diversity and Inclusion Instructor certificate.

Severe Acute Respiratory Infection Treatment Facility Design (WHO)

Infection Prevention and Control for Novel Coronavirus (WHO)

Experience :

Human Resources, Recruiting and Development : 2012 to 2018

Primary Response Inc. Toronto, ON

- kept up-to-date on labor legislation and informed recruiters and managers regarding changes.
- Created, advertised and posted job descriptions using companies websites/apps such as Indeed, Nethire, ZipRecruiter, Workopolis, Kijiji, various social media (LinkedIn, Facebook, Twitter, Instagram etc.) to attract potential active and passive candidates
- Address queries from public, employees (potential and current), and outside agencies regarding current employment opportunities and application status
- Interviewed prospective candidates to assess qualifications and capabilities;
- Maintain up-to-date HR files by identifying and purging obsolete records
- Helped applicants complete administrative forms and documentation.
- Performed others duties : data entry, Uniform, Orientation etc.



Awards Won

Recruiter of the Year (2 years)

References available on Request