

Curriculum Vitae

Linu Johny

30 January 1986, Female, Married, Indian

Visa Status : Residence Visa

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SYNOPSIS

- 11+ years of total work experience.
- Possess knowledge in Recruitments / Human Resource/ Administration
- Experience as a good team player
- Possess good communication and expertise in planning, organizing and implementing.

PROFESSIONAL & TECHNICAL SKILLS

- MBA (HR) from NIBM (Chennai University) in the year 2008.
- B.A from Jyothi Nivas College (Bangalore University) in the year 2006.
- PUC from Jyothi Nivas College (Bangalore University) in the year 2003.
- SSLC from St.Annes Girls High School (Karnataka Secondary Education Board) in the year 2001.
- Completed Modern Office Management course from Career College, Bangalore.
- Completed Computer Basics course from NIIT.

PROFESSIONAL SYNOPSIS

Makstylo Interiors LLC, Dubai

Freelance Recruiter, Since October 2019 – to Present

Reporting to GM

Makstylo Interiors – Glimpse

***MAKSTYLO INTERIORS** is a well-recognized establishment for the Interior Fit-out projects. They have over a decade of hands on experience in constructing High-end Restaurants & Lounges, Hotel & Hospitality projects, Retail showrooms, Shopping malls, Commercial and Premium Private Residences, Corporates Projects, Offices and unique projects like Floating Restaurants, Villas and Yachts etc.*

Glimpse Role:

- Getting vacancy details from the client and match job seekers to employers.
- Sourcing profiles from Internal Database / Advertising / LinkedIn
- Briefing the candidate about the responsibilities, salary and benefits.

- Conducting telephonic interview before sending candidates to the clients and Short-listing candidates' profile as per the requirements of clients.
- Coordinating interview with the client.
- Coordinating with the client and with candidates after company selects the candidate.

Adroit Consultancy FZE, Dubai
HR - Recruitment Consultant, Since March 2014 – to September 2019
 Reporting to Managing Director

Adroit Consultancy– Glimpse

***ADROIT CONSULTANCY** is dedicated to establish solutions for all types of business. Adroit provide support with adept knowledge and expertise to meet all the allied HR services required for the improvement of the organization and is specialized in Manpower Planning & Recruitment Solutions, Corporate Training/Workshops/Seminars, Special Assignments/HR Manuals/Job Descriptions, HR Solutions /HR Surveys, CV Writing Services and Market Research.*

Glimpse Role:

- Getting vacancy details from employers and match job seekers to employers.
- Sourcing profiles from Internal Database, Web portals i.e. NaukriGulf, Monster and Advertising.
- Briefing the candidate about the responsibilities, salary and benefits.
- Conducting telephonic interview before sending candidates to the clients and Short-listing candidates profile as per the requirements of clients.
- Coordinating interview with the client.
- Maintaining daily/ weekly/monthly reports such as interview status reports, closure etc...
- Coordinating with the client and with candidates after company selects the candidate.
- Handling Clients, keeping regular contact with them and updating new vacancies.

Paramount Kitchen Equipment Trading L.L.C, Dubai
Secretary, Since May 2011 – April 2012
 Reporting to Managing Director

Paramount Kitchen Equipment Trading L.L.C– Glimpse

***Paramount Kitchen Equipment Trading L.L.C**–Paramount is a leading brand in manufacturing, trading and maintenance of Kitchen, Bakery & Supermarket equipments. They have branches in Dubai, Sharjah, Abu Dhabi, Oman and Qatar.*

Glimpse Role:

- Preparing quotations for Kitchen, Supermarket equipments for customers.
 - Assisting travel arrangements for Managing Director.
 - Assisting sales staffs in performing their duties on a daily basis.
 - Attending to customers' needs through phone calls.
 - Organize staff training sessions and meetings across various departments.
 - Monitoring daily attendance and maintaining a record of attendance of employees.
 - Manage front desk on need basis.
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BOS Natural Flavors (P) Ltd, India
HR Executive, Since 2009 – 2011
Reporting to Director

BOS Natural Flavors (P) Ltd– Glimpse

BOS Natural Flavors (P) Ltd–They are the Pure Natural Ingredient Manufacturers from India. A spice extraction company, established in 2006. The product range includes raw spices, spice oleoresins, essential oils, and many value added products.

Glimpse Role:

- **Recruitment** –Receiving man power requirements with heads of different functional and operational areas, sourcing candidates through references, coordinating interviews, maintaining of records of people selected/rejected/offers released.
 - Preparation of offer letters and personnel files.
 - Monitoring daily attendance and maintaining a record of attendance and leave of all the employees.
 - Handling salary payments across all the departments.
 - Developing and implementing policies on issues such as working conditions, performance appraisal, and absence management.
 - Organize staff training sessions and meetings across various departments.
 - Advising on pay and other remuneration issues, including promotion and benefits.
 - Dealing with grievances and implementing disciplinary procedures.
 - Collecting monthly employee evaluation from all the department heads.
 - Manage front desk
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Positive Results, India
IT Recruiter, Since 2008 – 2009
Reporting to Managing Director

Positive Results – Glimpse

Positive Results – It is a Placement Consultants for all requirements in the IT domain. Our client list includes many major IT MNCs like Siemens Information Systems Ltd, Convergys, SAP Labs, Celstream, Samsung India Software Operations, Ness Technologies etc...

Glimpse Role:

- Visiting Software companies and making presentation about our company profile
 - Search and screen resumes depending on the job profile using portals like naukri, monster and through references.
 - Brief and instruct candidates regarding benefits, policies, procedures and compensation receivable from the prospective employer.
 - Scheduling interviews and subsequent follow up with the candidates.
 - Maintain regular relationship with prospective employers and candidates.
 - Maintaining a track record of all the employee profiles sent to the client and regular followup with the client for new requirements
 - Preparing recruitment based daily reports and monthly reports.
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Almaz Software Solutions, India
HR Officer, Since 2007 – 2008
Reporting to HR Manager

Almaz Software Solutions – Glimpse

Almaz Software Solutions – Almaz Software Solution is a sister concern of Alchemy Solutions. Almaz provides training facility in Bangalore. It is rated as the No.1 training facility in Bangalore. We provide training rooms to our major clients in Bangalore like IBM, Infosys, ORACLE Corporation, HP, Siemens, Capgemini, Flextronics, i-gate, Wipro, Accenture etc.

Glimpse Role:

- **Recruitment** –Receiving man power requirements with heads of different functional and operational areas, sourcing candidates through portals like naukri, monster and through references, conducting interviews, maintaining of record of people selected.
- Monitoring daily attendance and maintaining a record of attendance and leave of all the employees.
- Handling salary payments.
- Organize meetings across various departments.
- Organize the training review, the list of participants, distribution of materials, and monitor trainee in training.
- Taking care of front desk on need basis.

ICICI Prudential Life Insurance, India
Policy Checking Executive, Since Aug 2006 – Dec 2006

ICICI Prudential Life Insurance – Glimpse

ICICI Prudential Life Insurance– ICICI Prudential Life Insurance Company is a joint between ICICI Bank, one of the foremost financial services companies of India. ICICI Prudential was amongst the first private sector life insurance companies.

Glimpse Role: Worked as a Policy Checking Executive in ICICI Prudential Life Insurance, Bangalore from 18th Aug 2006 to 31st Dec 2006.

LANGUAGE PROFICIENCY

English, Hindi, Malayalam, Kannada

Reference : Upon request

Date:

Signature