

Jeeva Theresa Thomas

Phone No: 9560599202

Email: jeeva19thomas@gmail.com

LinkedIn

PROFESSIONAL EXPERIENCE

Rave Business Systems LLC | PA, USA

July 2021 – December 2021

Human Resource Executive

- Recruiting entry-level Junior Software Developers (Android & iOS Developers)
- Sourcing resumes through job portals (LinkedIn, Naukari, Indeed, Monster)
- Pre- Screening and scheduling interviews on remote platforms (Skype, Microsoft Teams)
- Managing and Tracking candidates at different stages of recruitment and reporting to the hiring manager
- Providing status updates throughout the selection process using the ATS systems – Oorwin
- Overseeing the onboarding program

Bharatiya Samaj Seva Kendra |Pune

January 2021-June 2021

Adoption Social Worker

- Conduct interviews with the prospective adoptive parents
- Conduct post legal follow up meetings with adopted parents
- Scrutinize the adoption related legal documents
- Counsel the prospective adoptive parents
- Documentation
- Attend to the queries of prospective adoptive parents

INTERNSHIP EXPERIENCE

- Central Adoption Resource Authority, Ministry of Women and Child Development, Govt of India (New Delhi, India)
- Rewa Society (Kargil)
- Tejas Asia , (New Delhi)

PROFESSIONAL SKILLS

Agile Mindset | Recruitment | Microsoft Office | Sourcing| Communication | Onboarding | Time Management | Leadership| People Management | Organizational Skills | Documentation | Scheduling Management | Employee Branding

LICENSE AND CERTIFICATIONS

Employee Branding to Attract Talent (LinkedIn Learning Certificate)

- What top candidates want
- Why employer brand and reputation matters
- How to communicate your brand

Attracting, Hiring and Working with Generation Z (Society of Human Resource Management, SHRM / LinkedIn)

- Understanding the Gen Z mindset
- Hiring, Onboarding and Engaging New Generation Z Hires
- Monitoring and Retaining Generation Z Employees

Recruiting Talent with Social Media (LinkedIn Learning Certificate)

- Hands-On with LinkedIn, Twitter and Facebook
- Time Saving Tools
- Attracting Prospective Talent in the Great Reshuffle Era

HR Analytics using MS Excel for Human Resource Management (Udemy , Current)

- Measuring throughout the Employee Lifecycle (Hiring, Onboarding and Growth & Productivity)
- Measuring HR's Strategic Impact

Managing Employee Performance Problems (LinkedIn, Current)

- Understanding Employee Performance Problems
- Coaching Employees
- Strengthening Performance Management Efforts

Symbiosis Centre for Distance Learning (SCDL) , Current

- Post Graduate Diploma in Human Resource Management

EDUCATION

CHRIST (Deemed to be University), Bengaluru

2018-2020

- Master of Social Work (Clinical and Community Practice) | CGPA – 8.03 , First Class

Jesus and Mary College, Delhi University

2015-2017

- B.A. (Hons) Sociology | 68.35%, First Division

HONORS AND AWARDS

- Vice President of the Department of Sociology and Social Work , CHRIST (Deemed to be University)
- Deanery Member of the Student Council
- Secretary and Vice President of Alberto Hurtado Youth Association

DECLARATION

I hereby affirm that the above information given by me is true to the best of my knowledge and belief.

Thanking you,

Jeeva Theresa Thomas

