

TINTU SARA RAJAN

MBA, Finance & Human Resources

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IELTS Band Score: 7

(Listening-7, Speaking-7, Writing-7, Reading-7.5)

ECA Canadian Equivalency Outcome: Master degree



CAREER OBJECTIVE:

I have started my professional career as a Human Resources Manager in Qatar, a multi-skilled professional with good all-round HR advisory skills. I have the ability to deal with all the recruitment and resourcing needs of an organization. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure both the employee and employer's interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment, and diversity issues.

I believe my commitment to excellence, my ability to work lead teams towards achieving great results and my skills give me a unique and informed perspective from which I can add significant value to your organization and make me a valuable team member.

EDUCATIONAL BACKGROUND:

Master of Business Administration 2012 -2014

Specialized in Finance & Human Resources

Amity University

AGBS, Cochin

Bachelor of Business Management 2008 - 2011

Mangalore University

Shree Devi College, Mangalore

WORK/ TRAINING EXPERIENCE

Employment: Physician Recruiter

Scotts HR Solutions WLL, Doha

October 2020 to Present

With years of hands-on industrial experience, Scotts HR Solutions pride itself on being a highly focused and specialist agency in human resource consulting and recruitment in Healthcare mainly in Qatar and India with established network offices in 17 countries. Our existing clientele will vouch for our services rendered so far. Currently, they are recruiting Specialist Doctors, Nurses and other Paramedics for 28 leading Healthcare Groups in Qatar.

As a Physician Recruiter, I successfully source talented Physicians who are interested to team with talented professionals in healthcare industry in Qatar.

Human Resources In- Charge

KIMSHEALTH Medical Centre (KIMS Global Group)

Al Wakra and Barwa

March 2017 - February 2020

Human Resources Manager

Al-Hekma Medical Complex (Al-Attiyah Group)

Muaither, Doha

December 2014 – December 2016

Job Responsibilities:

As a Recruitment Officer, I was responsible for sourcing high calibre physicians to join the talented team. This role was extremely challenging and rewarding. I worked closely with the Medical centre management team to identify and attract highly skilled physicians with unique talents that added value to the Medical Centre. I was also keen on maintaining and developing relationships with the candidates and clients, and thoroughly enjoyed achieving outcomes while focusing on ethical recruitment. While sourcing candidates for various vacancies that match the exceptional medical team, I also focused on building network of potential candidates for future opportunities.

- End-to-end processing of recruitment formalities of Doctors, Nurses and Paramedical staff as per MOPH guidelines.
- Taking care of recruitment process for hiring across multiple positions.
- Sourcing, Screening CVs for the required vacancies through social media and job portals.
- Reviewing the shortlisted CVs and taking necessary information of the candidates.
- Conducting a check on the medical license copy and educational qualifications.
- Scheduling interviews for the shared profiles with the department head either online or in person.
- Ensure appropriate approvals are made prior to processing.
- Sharing necessary feedback with the candidates. Independently manages official correspondence related to prospective employees on routine queries and recruitment procedures.

- Coordinate the recruitment formalities between the appropriate governmental authorities and the PRO department.
- Preparing Offer letters and all other requirements for the candidate joining and finalizing the recruitment process, as per the standard DHP policies and procedures.
- Maintaining employee records, CVS database, and other necessary documents.
- Act as a point of contact for department managers, prospective employees, visitors, and new employees on recruitment issues.
- To coordinate with PRO for the new visa processing (Medical, Qatar ID, Labour card) and Visa renewal process of employees.
- Knowledge of the Department of Healthcare Professions (DHP) medical licensing procedures.
- Manage Medical licensing processes including Dataflow, Evaluation Process, and Licensing process.
- Responsible for the medical license renewal of medical staff (Doctors, paramedical staff, pharmacist)
- Maintain staffing tables and related recruitment tracking tools to ensure efficient tracking of each recruitment case.
- Maintains the personnel file, in the defined order, with copies of all employee correspondence.
- Maintains the attendance and leave records of employees.
- Preparing the Employee Payroll, to be forwarded to finance.
- Manage staff accommodation and the transportation function.

ACHIEVEMENTS:

- **Completed “ Human Resources Foundations” in LinkedIn Learning**
Program: Society for Human Resource Management (SHRM)
Registry ID: #RP4455
Professional Development Credits: 1.25
- **Completed “ Foundations of Performance Management” in LinkedIn Learning**
Program: Project Management Institute
Provider ID: #4101

- **Completed “ Strategic Human Resources” in LinkedIn Learning**
Field of Study: Personnel/ Human Resources
Program: National Association of State Boards of Accountancy (NASBA)
Registry ID: #140940, CPE Credit: 1.40
- **Completed “ Recruiting Foundations: Recruiting for In-House Recruiters” in LinkedIn Learning**
Field of Study: Personnel/ Human Resources
Program: National Association of State Boards of Accountancy (NASBA)
Registry ID: #140940
CPE Credit: 2.60
- **Completed “ Onboarding New Hires as a Manager” in LinkedIn Learning**
- **Completed “ Talent Management” in LinkedIn Learning**
Program: Society for Human Resources Management (SHRM)
Registry ID: #RP4455
Professional Development Credits: 0.75
- **Completed “HR as a Business Partner” in LinkedIn Learning**
Program: Society for Human Resources Management (SHRM)
Registry ID: #RP4455
Professional Development Credits: 0.75
- **Completed “Essentials of Team Collaboration” in LinkedIn Learning**
Program: Project Management Institute
Provider ID: #4101
- **Completed “Administrative Human Resources” in LinkedIn Learning**
Field of Study: Personnel/ Human Resources
Program: National Association of State Boards of Accountancy (NASBA)
Registry ID: #140940
CPE Credit: 2.40
- **Completed “ Employee Engagement” in LinkedIn Learning**
Program: Society for Human Resources Management (SHRM)
Registry ID: #RP4455
Professional Development Credits: 1.25
- Achieved **“Best Student Award in Behavioral Science”** for the outstanding performance during the Academic session in MBA

PERSONAL DETAILS:

Date of Birth : 16th February 1990
 Languages Known : English, Malayalam
 Marital Status : Single
 Nationality : Indian

REFERENCES:

Dr. Ramesh Babu
Managing Director
Al-Hekma Medical Complex
Contact no: +974 55542629

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Contact no: +974 55215529

Aneesh Chandran
Chief Operating Officer
Scotts Group Qatar
Contact no: +974 30536111

DECLARATION:

I do hereby declare that the above information is true to the best of my knowledge.

Tintu Sara Rajan