



# Namitha Varghese

**Nationality:** Indian **Date of birth:** 13/12/1995 **Gender:** Female

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## ABOUT ME

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Senior Recruiter with 4+ years of experience in Sourcing and hiring top talent for various pharma clients in USA, skilled in full end to end Recruitment Cycle.

## WORK EXPERIENCE

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### Senior Technical Recruiter

*Intelliswift Software Inc* [ 16/12/2022 – 31/05/2023 ]

City: Kochi

Country: India

- Supported Full LifeCycle of Recruitment to all domains of Pharma clients.
- Experience in recruiting candidates , pre- screening to pull out quality potential candidates.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, Tracking, salary negotiations and closing.
- Have experience in dealing with all types of authorization (US Citizens, GC,EAD, H1B etc)
- Hands on experience in contract, permanent and contract to hire positions.
- Interact with clients and vendors to understand the requirements in order to present quality resumes.
- Shortlisting the candidates according to the skills, experience, rate and locations.
- Submitting resume to the client and arranging an interview.
- Scheduling interviews.
- Extensive experience in job portals (Career builder, Monster, Indeed, Dice etc)
- Managing and tracking candidates pool using CRM tools( Jobdiva)
- Maintaining weekly and monthly Reports for evaluation.

### Senior HR Specialist

*NewAgeSys Solutions* [ 20/02/2019 – 21/11/2022 ]

City: Kochi

Country: India

- Recruiting Clinical,Scientific,Drug safety, Regulatory, Engineering candidates to short term and long term contract roles to our direct clients(Merck, Sanofi, J &J, Novartis, Pfizer).
- Sourcing Resumes from job portals.
- Calling and creating candidates pool and candidates mapping.
- Shortlisting the Quality candidates who are fit for the requirements.
- Taking initial round of interview, discussing about the job and filling checklists.
- Managing and tracking candidate pool using CRM tools (in house CRM- Jobzmachine ACT)
- Forwarding the shortlisted candidates to the account managers in New Jersey office.

## EDUCATION AND TRAINING

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### MBA (HR and Marketing)

*Bharata Mata Institute of Management* [ 01/06/2017 – 01/06/2019 ]

City: Ernakulam

Country: India

## **Bachelor of Science in Chemistry**

**St. Alberts College** [ 01/06/2014 – 01/03/2017 ]

City: Ernakulam

Country: India

## **Higher Secondary School(12th)**

**Kendriya Vidyalaya Port Trust** [ 01/06/2013 – 30/03/2014 ]

City: Ernakulam

Country: India

## **Senior Secondary School(10th)**

**Kendriya Vidyalaya Port Trust** [ 01/06/2011 – 31/03/2012 ]

City: Ernakulam

Country: India

## **LANGUAGE SKILLS**

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Mother tongue(s): **Malayalam**

**Other language(s):**

**English**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

**Hindi**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **DIGITAL SKILLS**

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Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

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