



Jeena Mathew

US IT Recruiter

My Contact

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Skills

- Passive sourcing using linkedin
- Recruiting
- Boolean searching
- Google Sourcing(X-ray searching)
- Sourcing and screening candidates
- Screening Resumes
- Telephone interviewing

Personal Details

- Date of Birth - 02-12-2000
- Sex - Female
- Religion - Christian, Roman Catholic
- Marital status - Single
- Nationality - Indian
- Languages Known - Malayalam, English, Hindi
- Interests - Reading Books, Drawing, Writing stories and poems.

Education Background

- Kuriakose Elias College, Mannanam, Kottayam under MG University
Bachelors in English language and literature
Completed in 2022
- Higher secondary
Kerala Board
Completed in 2019
- 10th Grade
Kerala State
Completed in 2017

Summary

Methodical and well coordinated administrative professional well versed in recruitment strategies. Comfortable multi tasking in fast paced deadline driven environments.proficient in organizing schedules and paperworks

Professional Experience

Nuvento Systems Inc- Associate US IT Recruiter
Dec 2022- Present

- Specialized in Passive sourcing and recruiting
- Possess excellent head-hunting skills
- Handled the complete recruitment life cycle- Sourcing, candidate tracking, Shortlisting profiles, Rate negotiations (Vendors, US Citizens etc.) Submissions according to client specifications, follow-ups, Reference checks, interview coordination and paper works (once confirmed)
- Handling initial round of HR interview in order to judge the candidate's sustainability, Attitude, Academic & professional qualification, experience etc, before forwarding it to the client.
- Involved in sourcing and building database through various source like Monster, Dice, Google,LinkedIn etc... to provide quality service to clients.
- Worked with US Citizens, Green card holders, EAD, HIB & TN on tax terms - 1099, C2C &W2

Achievements

- CGHR certification from NACTET
Department Association Secretary of Kuriakose Elias College, Mannanam 2021-22
- Completed ASAP Communicative English Trainer training programme from SB College, Changanaserry.
- Won various Elocution, Recitation, Poetry writing, Story writing, Essay writing competitions at college and school levels.
- Department magazine sub-editor 2020-21
- Department newsletter editor 2021-22
- Coordinator of LETS 2019-20
- coordinator of Elaces notes and My Guild Programs
- Participated in Walk with a Scholar training program initiated by the govt.of Kerala