
LINI JOSEPH

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To secure a responsible career to utilize my experiences in various fields for the betterment of the company and to advance in career. I'm well versed with all HR processes also gained a great piece of knowledge & work experience in administration, training, marketing & customer relations.

EXPERIENCE

1.2022- 12.2022 JPMorgan Chase & co, Warsaw, Poland

RECRUITMENT CO-ORDINATOR

- Assisted & worked closely with the Hiring manager, recruiter, Talent acquisition team, Global Mobility and on boarding team in the candidate selection process & successfully on boarded more than 200+ candidates in the whole EMEA region.
- Tracked the overall recruiting activities with accuracy and provided the latest reports on weekly basis to the Hiring manager and candidates using Oracle cloud HCM (Tracking software). Updated candidate records and job descriptions on time.
- Created and posted more than 250+ requisitions, created and extended more than 150+ offer letters to the eligible candidates, initiated around 100 visas with the collaboration of Deloitte for the required candidates in the EMEA.
- Built & maintained good relationships with the candidates, included providing information on the firm, recruiting process, clarifying doubts in a timely manner with a great efficiency through phone calls & emails which enhanced candidate experience.

04.2020- 11.2021 Perfect Engineers and Contractors, Kerala, India

HR ASSISTANT

- Assisted the senior HR manager with day to day operations and assured the smooth functioning of the HR duties & responsibilities.
- Collaborated with senior management to create effective strategies which improved the processes of recruitment and hiring.
- Identified and implemented alternative payroll provider, reducing company costs by 20%.

03.2019 - 2.2020 Hotel Kayal, Warsaw, Poland

HOSPITALITY ADMINISTRATOR

- Developed and implemented promotion and publicity programs producing a PLN 5000 increase in dinner business.
- Implemented new sales concepts and strategies, which resulted in 10% increase on the Weekend business.
- Generated 5% in additional revenue by growing the customer base through outstanding service.

02.2018 - 02.2019 ML components, Mainz, Germany

JUNIOR ACCOUNT MANAGER

- Coordinated with Account Executives & managers to create customized plans for key clients & managed small client accounts with sales between \$5k and \$25k
- Created and maintained a good relationship with customers through regular communication, which resulted in getting more orders from the satisfied customers.
- Created new promotional strategies for the improvement of the company performances and increased 15% sales.

EDUCATION

Turiba University, Riga, Latvia

- *Masters In Business Administration & Management (MBA General), 2017*

University of Calicut, Kerala, India

- *Bachelors in Computer Science, 2015*

SKILLS

- Advanced proficiency & work experience in **Oracle cloud HCM**
- Sound understanding of **Applicant tracking software, scheduling interviews, recruitment & on boarding process of candidates.**
- Detail oriented & possess excellent **communication, leadership & organizational skills.**
- Technical Skills: **Knowledge of Testing & programming languages like C, C++, JAVA, SQL and HTML.**
- Tools Known: **Microsoft Office 365 Tools**
- Personality: **Flexible, honest, optimistic, creative, dedicated, quick learner & decision maker**
- Languages known: **English, Malayalam, Hindi, Tamil**

REFERENCES

- References are available on request