

# TINA GIBIN

Navi Mumbai, MH 410209 | 869 200 9722 | tinatonyjoseph@gmail.com

## Professional Summary

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Recruiting Manager knowledgeable about full lifecycle of recruiting and adept at working with hiring managers to exact best strategies to meet hiring needs and maintain branding strategies. Effective at evaluating and selecting optimal advertising channels to attract desired candidates.

## Profile

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Over 6.5 years' experience in Recruitment and other areas of HR. Possess a detailed understanding of reports regulation adherence and time management.

## Skills

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- Recruitment (IT/Non IT)
- Training
- HR management
- Personnel recruitment
- Team management

## Work History

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<b>Recruiting Manager IT /Non IT</b> <b>Seal Ashram</b> – Navi Mumbai, Maharashtra	10/2015 to Current
<b>Sr. Recruitment Consultant (IT and NON IT)</b> <b>Global Skills And People Consulting</b> – Navi Mumbai, Maharashtra	03/2015 to 09/2015
<b>Sr . HR Executive – Recruitment Officer</b> <b>Slyod Consultants</b> – Trivandrum, Kerala	01/2013 to 12/2014
<b>Senior Recruitment Officer</b> <b>Quicksilver HR (sourcing For Hindustan Unilever)</b> – Mumbai, Maharashtra	06/2011 to 11/2012
<b>Recruitment Associate</b> <b>DEEVOiR Consulting Services Pvt. Ltd</b> – Mumbai, Maharashtra	06/2010 to 05/2011

## General Job Responsibilities

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- Responsible for end to end recruitment process of both IT and Non IT.
- Implementing HR programs by providing HR services including talent acquisition, employment

processing, compensation, health and welfare benefits, training and development.

- Designs, develops and maintain the recruitment process in the organization.
- Designs training recruitment for HR Recruiters.
- Maintained close interaction with clients to fully understand their requirements.
- Screened profiles and recommended them to the clients after having a detailed discussion with the candidates about the role and their interest.

## Education

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**Master Business Administration:** Human Resources 09/2009  
**Mahatma Gandhi University** - Kerala

**Bachelor of Management Studies** 06/2007  
**Vivek College Of Commerce** - Mumbai

## Additional Information

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Date of Birth: 06 April 1987

Marital Status: Married

Nationality: Indian

## IT Skills

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- **Office:** MS Office – Excel, Word, PowerPoint .

## Interests

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**Sports:** Badminton

**Music:** Listening

## Accomplishments

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- Completed training on **Recruitment Skills Training & Certification Program** organized by Times Jobs & Triedge.

## Languages Known

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English, Hindi, Malayalam, Marathi, Gujarati