**Seema Memon**

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**Career Objective**

5+ years of Dedicated professional with proven skills and experience in recruiting, staffing, vendor management, management, and human resources. Dependable with proven ability to succeed under pressure, deliver excellence, and establish genuine relationships.

**Skills**

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| --- |
| * Microsoft Office |
| * LinkedIn |
| * ADP |
| * Social Media: Facebook, Twitter, Linked In |
| * Professional & mature |
| * Team player. |

**Professional Experience:**

**Walmart Vision Centre**

**Recruiter**

**Feb 2017 – Jan 2024**

* Target and acquire unique talent that fills a certain niche within a boutique management consulting firm.
* Managed companywide sourcing campaigns through networking events, social media, job boards, and University career fairs.
* Implemented and trained c-suite level executives on the recruitment and interviewing process.
* Enhanced and maintains the company's Facebook and Twitter accounts to strengthen employer branding.
* Ran a full cycle desk for recruiting, account management, onboarding, E-verify I-9 verification, administering pre-employment drug tests, disbursement of benefits information.
* Reviews resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements.
* Manage end-to-end interview process from the initial screen through the final interview and the job offer.
* Focuses on providing a positive candidate experience, by ensuring appropriate follow-up and professional communication with candidates at all levels in the process.
* Builds relationships with others in the HR office to assure positive and open communication.
* Work with Office 365 products.
* Customer Service.

**Education:**

* **Associates in Science**

College

* **Highschool.**

**References**

References are available upon request

***The above information is true in all prospective and I am looking forward to***

***Prove the best of my knowledge.***