

Esma Sehovic
London, SE16 4JL
Telephone: +447958431933
esma.sehovic@virgin.net

Profile

An accomplished, versatile, and results-driven professional with a proven track record in learning & development, operational management, sales, marketing, recruitment, and training. Experience in understanding client requirements and using this to support them to achieve their own goals. Confirmed expertise in performing in highly competitive industries, maintaining a high quality of work while under pressure as well as attaining corporate objectives and exceeding customers expectations. Now looking to secure a challenging and rewarding new role within the recruiting, where skills, knowledge and expertise gained throughout previous experience in the sector can be transferred across and utilised to best effect for the benefit of your organisation.

Skills

- A friendly personality, with a genuine desire to help and please others
- The ability to think clearly and make quick decisions.
- Numeracy and logistical planning skills
- A professional manner and a calm, rational approach in hectic situations
- The ability to balance customer and business priorities.
- Flexibility and a 'can do' mentality.
- Excellent marketing skills
- Excellent communication and interpersonal skills, especially when dealing with speakers of other languages.

Career Summary

2021 Senior Recruitment Manager Business-Umbrella, Dubai

- Update current and design new 360 recruiting procedures.
- Supervise the recruiting team and report on its performance.
- Keep track of KPI
- Implement new sourcing methods.
- Research and choose job advertising options.
- Recommend ways to improve our employer brand.

2019-Present Careers Consultant Freelancer

- Helping clients in forming appropriate work habits, attitudes, and behaviours.
- Assisting clients in the process of preparing for interviews and diverse types of job maintenance matters.

2012 – 2019 Careers Consultant Prospects, London

- Responsible for providing individual and/or group careers advice to undergraduate and postgraduate and postdoctoral clients across
- Responsible for the development, organisation and running of careers related workshops for groups of clients
- Helping clients who are looking for advice on making a career change; professionals who are looking to obtain additional academic and professional qualifications that are required for career advancement; and people who are recovering from layoffs or redundancies.
- Liaising with employers, professional bodies and related organisations who can provide assistance, information and opportunities for clients and employers

- Carry out a range of tests and assessments, such as skills evaluations, psychometric tests and assessments of individual working styles, before making conclusions and offering helpful careers advice and guidance.
- Provide more specific practical advice on interview technique, CV creation and job search methods

2009 – 2011 Careers Advisor / Project Manager Best Computer Training, (Prospects) London

- Supporting new learners in learning and development (Learn Direct courses)
- Plan work and set deadlines to meet the agreed needs;
- Support new advisors with induction and ongoing support
- Support team to use LMI to support customer progression
- Teaching IT to new customers

1994 – 2008 Gaming Supervisor Caesars Entertainment, London

- Maintain familiarity with the games at a facility, and with strategies and tricks used by cheaters at such games
- Perform paperwork required for monetary transactions
- Resolve customer and employee complaints.
- Explain and interpret house rules, such as game rules and betting limits
- Monitor patrons for signs of compulsive gambling, offering assistance if necessary
- Training, sourcing, recruiting
- Greet customers and ask about the quality of service they are receiving

Other employments Whilst I worked for Caesars as a gaming supervisor I took on project to be Company secretary for AIR Bosnia for 6 months. Taking year off I have worked as a Marketing Analyst in 725 Hotel in Buenos Aires (internships) I was teaching English in Costa Rica and translating video games for Sony.

Education

2020 Australian Success Academy

- E-Hypnotherapist Certification and Marketing Program

2017 – Ongoing Internet Business School London

- Internet Marketing

2013- 2014 L6 Diploma in Careers Guidance & Development

2012 – 2013 Level 4 NVQ Diploma in Advice and Guidance

2011 - 2012 Level 3 NVQ Certificate in Advice and Guidance

2007 TEFL (Teaching English as a Foreign Language)

1997 – 1998 MA in International Tourism Policies (North London University)

Key I.T Skill

Word, CRM, PowerPoint, SEO, PR campaigns through LinkedIn, Facebook, Pinterest and Instagram

Other Details

Other: I'm member of RSA charity. We believe that all human beings have creative capacities that, when understood and supported, can be mobilised to deliver a 21st century

enlightenment.

Interests:

I'm passionate traveller. I travelled 72 countries over 7 continents. I love socialising with my friends and family and I am PADI certified Diver.

References are available on request