



MELWYN NORONHA

C O N T A C T

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E D U C A T I O N

BACHELOR OF COMMERCE

University of Mumbai
2011

S K I L L S

- Social Media Marketing
- Search Engine Optimization
- Adherence to Deadlines
- Good Decision Making
- Teamwork
- Time Management
- Project Management
- Excellent Attention to Detail

E X P E R I E N C E

I have also demonstrated the skill to create search criteria that will find best candidates in the shortest time possible and also understands the urgency clients have to see qualified candidates quickly.

We also deliver web-based support services such as lead generation, LinkedIn Search, Market Research, CV Sourcing, CV formatting, CV Distribution, Data Entry, Job Search, Data Management (CRM) etc to global Clients.

Web-based recruitment support services throughout the entire cycle including marketing lead generation, job postings, active and passive candidate generation, resume processing and database management.

Our location in Mumbai, India gives you offshoring advantages by providing services at costs much lower than an in-house researcher.

Services we provide:-

Lead Generation
LinkedIn Search
Market Research
CV Sourcing
CV Formatting
CV Distribution

Database (CRM) Management (Bigbiller, Bullhorn, CAPS, PC Recruiter).

Job Search

Document Formatting & Processing

Email Management

Email Sourcing (Work & Personal)