



AISHAT YAKUB

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Summary

Results-driven Recruiting Coordinator and Talent Sourcer with four years of experience in recruitment and candidate sourcing. Skilled in utilizing LinkedIn Recruiter, screening candidates, coordinating interviews, and managing workflows with Applicant Tracking Systems. Optimized ATS-friendly resumes and facilitated the hiring process while fostering strong candidate relationships and maintaining accurate recruitment records across remote teams.

Skills

- Talent Sourcing
- Candidate Screening
- Candidate Outreach
- Interview Coordination
- Recruiting Coordination
- LinkedIn Recruiter
- Applicant Tracking Systems (ATS)
- Workable
- Lever
- ZipRecruiter
- Boolean Search
- Microsoft Excel
- Google Workspace
- Microsoft Word

Experience

Freelance

Career Consultant (Remote)

01/2026 - Current

- Provided remote career consulting services to clients nationwide and internationally, enhancing job search effectiveness.
- Optimized more than 95 resumes to improve ATS compatibility and recruiter visibility.
- Coached clients on interview preparation and effective job search strategies.
- Evaluated LinkedIn profiles and offered tailored recommendations to improve personal branding and visibility.
- Coordinated multiple client projects, consistently meeting deadlines and ensuring high-quality service delivery.
- Built long-term client relationships through responsive communication and professional support.

FHG

Career Consultant

08/2024 - 12/2025

- Guided professionals in career planning, resume enhancement, and interview preparation to improve job readiness.
- Conducted one-on-one coaching sessions to help clients achieve their employment goals.
- Developed career development resources and professional documentation to support client job search efforts.
- Maintained confidential client records accurately and professionally to ensure client trust and compliance.

FHG
Human Resources Specialist
02/2022 - 03/2024

- Collaborated with internal teams to support client success initiatives.
- Supported recruitment activities by sourcing candidates through LinkedIn Recruiter, Workable, Lever, and ZipRecruiter.
- Screened more than 50 candidates against job requirements and recommended qualified applicants.
- Facilitated hiring process, contributing to successful placement of 10 candidates.
- Coordinated interview scheduling, ensuring efficient communication between candidates and hiring managers.
- Conducted candidate outreach through professional email communication.
- Maintained recruitment records and applicant information with a high level of accuracy.
- Assisted with onboarding documentation and other HR administrative tasks.
- Enhanced candidate experience throughout recruitment process by providing timely updates and support.

Education and Training

Adabiyyah College
High School Diploma

Languages

English:	Native	Arabic:	C2
Native		Proficient (C2)	

Technical Skills

- LinkedIn Recruiter
- Workable
- Google Workspace
- Microsoft Office
- Applicant Tracking Systems (ATS)
- Lever
- Chatgpt