



Inês Almeida / International Recruitment Specialist
Lisbon, Portugal

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About me

Professional experience in the United Kingdom across recruitment and customer experience within multicultural environments. Strong background in candidate sourcing, onboarding, client support, problem-solving, and cross-department collaboration, with a practical and people-focused approach to delivering results.

Experience

Carries and Credits Executive

DUSK.com (Leeds, England, United Kingdom)

Nov 2023 - Aug 2025

- Managed complex requests involving finance, line managers, and operations teams, ensuring coordinated and effective resolutions.
- Contributed to daily meetings with suggestions to improve operational efficiency.
- Liaised with national carriers to optimize logistics processes and reduce delivery times.
- Supported line management with team supervision, daily operations, and onboarding/training of new colleagues.

International Recruiter

Workforce Recruitment Group (Bolton, England, United Kingdom)

Oct 2021 - Oct 2023

- Managed international recruitment for the UK market, focusing on candidates from Dubai, Qatar, Sri Lanka, Saudi Arabia, and Nigeria, mainly within the healthcare and hospitality sectors.
- Attracted candidates through business development, networking, LinkedIn, and other digital platforms.
- Built and maintained strong client relationships through regular communication and client visits.
- Screened applications, conducted interviews, and shortlisted suitable candidates for client review.
- Collected and verified key documentation, including references, passport, bank statements, medical tests, IELTS, and criminal records.
- Guided candidates through the visa process, offer terms, compensation package, and relocation expectations.
- Worked closely with compliance and relocation teams to ensure candidates were ready for visa submission and international relocation.
- Reviewed recruitment policies to improve selection methods and talent attraction strategies.

Cashier and Buddy Trainer

Nando's UK & IRE (Halifax, England, United Kingdom) - Part-time

Nov 2016 - Jun 2021

- Supervised front-of-house and kitchen staff, ensuring service quality and customer satisfaction.
- Trained new employees and supported team performance targets.
- Managed shifts, task allocation, and compliance with hygiene and food safety standards.
- Resolved customer complaints and supported operational improvements.
- Assisted with stock control, efficiency, and waste reduction.

Education

The University of Huddersfield, Huddersfield, England, United Kingdom

2019 - 2023

Bachelor Degree in Marketing and Business Management

Kirklees College, Kirklees, England, United Kingdom

2018 - 2019

Mathematics

Languages

Portuguese: Native language; English: Fluent; German: Currently learning