**Anas** 

**E-mail ID**: [Anas-116652@2freemail.com](mailto:Anas-116652@2freemail.com)

**About:**

A result oriented HR professional with more than 4 years of experience in recruitment, which includes all the flavors of recruitment - sourcing and coordination, salary negotiation for Lateral and niche hiring, social media hiring, contract to hire, fresher hiring.

I am passionate towards recruitment and performance based hiring for finding and hiring right talent for the right job at right time.

“Doing what I love and love what I am doing”

**Personality:**

* Positive, Hardworking, Dependable, Flexible and Organized
* Ability to work in a team environment or independently
* Ready to learn attitude
* Willing to take responsibility
* Works well under pressure

**Work Experience:**

**Jul 2018 – Mar 2019**

Recruitment Consultant, at Wipro Ltd

**Role & Responsibilities:**

* Working as Partner Resource Manager for APAC region for one of the top Software Company.
* Responsible for recruiting all levels across domains for APAC region.
* Briefing the requirement to the partner/supplier company.
* Sourcing profiles from partner/supplier Company and setting expectations.
* Co-coordinating with partner/supplier Company, candidates & panel for interview.
* Scheduling interviews either telephonic or personal.
* Handling requirement of skills like .net developer, testing, project managers, SCCM, etc
* Onboarding shortlisted candidates

**Oct 2017 – Jun 2018**

Talent Acquisition Executive, at Gravitas Technology (now Linedata)

**Role & Responsibilities:**

* Employee grievance redressal and escalation management
* Co-ordination with management on employee issues
* Managing New Joiners Induction & joining documents in a database
* Provide Company policy training to new joiners
* Probing absconding employee details and preparing plan of action with HR Manager
* Raising issue resolution with concerned departments relating to employee grievances
* Collection and maintenance of important documents like id proof, address proofs and prior experience documents
* Collecting and maintaining employee personal details in company records
* Builds applicant sources by researching and contacting colleges, employee referrals, agencies, media, and internet sites and maintaining applicant database.
* Determine applicant requirements by reviewing job description and job qualifications.
* Determine applicant qualifications by analyzing responses; verifying references; comparing qualifications to job requirements.
* Arrange management interviews by coordinating schedules.
* Evaluate applicants by discussing job requirements and applicant qualifications with managers.
* Editing documents, entering and updating employee information into company databases
* Handle essential recruitment tasks, including posting job openings, reviewing resumes, calling candidates and scheduling interviews.
* Assist in the recruitment process.
* Liaise with recruitment agencies.
* Set up interviews and issue relevant correspondence.
* Facilitating the on boarding process for selected candidates
* Weekly reports, dashboards and metrics
* Handled recruitment for SQL DBA, Network Engineer, Systems Engineer, .net Developer, Fund Accountant, Risk Manager, Risk Associate etc
* Campus Recruitment initiated and closed junior positions of Analyst Operations, Analyst Risk and Analyst Research.

**May 2016 – Aug 2017**

Consultant, at Capgemini on payroll of WoneseIndia Pvt Ltd

**Role & Responsibilities:**

* Review the position requirements/job description, the candidate profile and salary/level benchmarks.
* Coordinating for Technical interview, conducting HR round of Interview, offer negotiations and follow up with candidates till he joins the organization.
* Ensure that the plan is implemented effectively to facilitate closure of open positions Candidate Sourcing, Selection, Hiring.
* Responsible for entire recruitment cycle (screening, manage interviews, HR discussion, salary negotiations, offer, candidate engagement, joining).
* Interact with the Business/Resource Management for to fulfill their hiring needs for various projects & skill sets.
* Handled recruitment in the various technologies like Qlikview, Microstrategy, SAP, Oracle PLSQL, Cognos, and Hyperion.
* Handled the lateral hiring of candidates with 2 Years - 12 Years’ experience.
* Active follow-ups with the offered candidates and guiding them with the details required for joining formalities.
* Preparation of Offer letters and releasing through Success factor (tool).
* Conduct HR discussions to understand candidate’s skills, competencies, role, career aspirations & salary fitment.
* Plan and Manage weekend recruitment drives.

**Jul 2013 – Jun 2015**

Analyst, at eClerx Services Pvt Ltd

**Role & Responsibilities:**

* Employee grievance redressal and escalation management
* Co-ordination with management on employee issues
* Managing New Joiners Induction & joining documents in a database
* Provide Company policy training to new joiners
* Probing absconding employee details and preparing plan of action with HR Manager
* Raising issue resolution with concerned departments relating to employee grievances
* Collection and maintenance of important documents like id proof, address proofs and prior experience documents
* Collecting and maintaining employee personal details in company records
* Handling recruitment tasks, including posting job openings, reviewing resumes, calling candidates and scheduling interviews.
* Proactively search, screen and shortlist candidates from LinkedIn and various job portals (Naukri, Monster etc.).
* Managing and coordinating interviews which are scheduled.
* Managing and coordinating interviews of walk in candidates
* Preparing weekly, monthly and quarterly based reports for both internal team use as well as for updating our Business/Department.
* Publishing reports dashboards to management.
* Handled recruitment for Analyst - Operations, Financial Analyst, Digital Marketing Manager, SEO, SEM etc

**Technical Skills:**

* MS Office : Excel, PPT, Word
* Job Portals : Naukri, Monster, LinkedIn.
* HR Tools : GRM(Global Resource Management), Talentsoft, SuccessFactor & Jobvite

**Educational Qualifications:**

* **2014 – 2017**

Course: Masters of Human Resource Development and Management (MHRDM)

Specialization: Human Resource Management

Institution: K J Somaiya Institute of Management Studies and Research, Mumbai

* **2009 – 2012**

Course: Bachelors of Management Studies (BMS)

Specialization: E-commerce

Institution: Alkesh Dinesh Mody Institute for Financial & Management Studies, Mumbai

* **2008 - 2009**

Course: HSC (Maharashtra Board)

Specialization: Commerce

Institution: Ramniranjan Jhunjhunwala College, Mumbai

* **2006 - 2007**

Course: SSC (Maharashtra Board)

Specialization: General

Institution: Little Flower English High School, Mumbai

**Personal Details:**

* **Date of birth:** 30-12-1991
* **Nationality:** Indian