**Mohammed**



**Mohammed.148408@2freemail.com**

**Career Objective:**

To utilize my skills and abilities to the full extent in order to achieve desired goals. I aspire to a position in an Organization where my Personal Skills and Abilities will be challenged to achieve results through Leadership and Team Management.

**Educational Qualifications:**

* Bachelor of Arts in Human Resource Development (BAHRD) from SDM College, Mangalore.
* P.U.C from Anjuman Junior college, Bhatkal.

**Additional Educational Pursuits:**

* Well versed with MS Office Applications (MS-Word, Excel & Power Point).

**Work experience:**

* 15 months experience in Platoon Technologies LTD Bangalore. Worked as HR recruiter.

**Roles and Responsibilities:**

* Handling the entire end to end recruitment cycle for assigned clients.
* Responsible for handling contractual staffing.
* Short listing resumes based on the requirements.
* Gathering information about candidates work experience present and expectedcompensation location relocation information, work authorization status notice period availability for the interview and motivation factors.
* Conducting preliminary round of interview before sending their profile to the client by meeting them face to face or thru webcam.
* Collects feedback from interviewers and informing thecandidate on the same.
* Scheduling the interviews & arranging for walk-in- drives.
* Handled initial rounds aptitude test of interview.
* Logistics arrangements for interview issuing offer letters salary negotiation.
* Completing the entire joining formalities of the new hires.
* Employee background verification for newemployees.

**Personal Dossier:**

Date of birth : 07-11-1986

Nationality : Indian

Marital status : single

**Declaration:**

I hereby declare that thecontentsmentionedabove are truetothebest of my knowledge.