MOSESK

**Mosesk.155342@2freemail.com**

**Summary**:

Over 7 years of experience in Human Resource,. Last Worked with **Vermillion Finalytics Pvt Ltd.** as a Human Resource Recruiter, handling end to end recruitment.

**Objectives:**

To be rewarded the opportunity to contribute my interpersonal, motivational and leadership skills while learning and developing hands-on expertise to benefit the organization and consistently proving to be an asset to the team.

**Personal Summary –** Anexperienced professional with a solid track record in Human Resource & Admin. Possessing a strong commercial experience and having a proven track record. Handled Bulk recruitment of candidates, Responsible for Bulk recruitment from Start to end, Experience in head Hunting, Experience in Recruitment in Industries like Logistics Finance & Call Centre.

**Key Skills & Strengths:**

* Excellent communication and Interpersonal skills.
* Experienced and skilled in getting new business for the Company.
* Highly skilled in developing and servicing existing customer relationships.
* Ability to work under pressure and adapt to changing policies.
* Ability to multi-task effectively.
* Team Player
* Proactive approach to learn new things for personal improvement.
* Open to Feedback & Learning.
* Ability to work as a team or singlehandedly manage a task.

**Achievements**

* Consciously managed to bring overall satisfaction for the New hires till they hit productivity.

**Career Progression:**

* Pre Screening the Candidates.
* Doing background check of the candidates
* Answering candidate queries
* Verification of the Candidates past employment and education Qualification
* Advising management on the recruitment needs for future projects
* Marking Employee leaves, attendance etc.
1. **Gautam Logistics.**

Worked as **Human Resource Recruiter from Feb 2009 – July 2013.**

* Conducting Face to Face Interviews.
* Worked as In-house Recruiter.
* Handled Bulk recruitment for clients
* Ensuring Company Policies are adhered to.
* Making reports
* Responsible for meeting potential Clients
* Responsible for end to end recruitment
* Done business development for Clients to recruit through us.
* Experience in Head hunting.
* Out called suitable candidates.
* Placing adverts on Online Job Portals.
* Scheduling interview.
* Ensuring my team meets its recruitment targets
* Bulk recruitment for International Call centers
* Ensuring the team has arranged the number for candidates needed for bulk recruitment
* Scheduling Second interviews with Managers/Directors.
* Maintaining the employees Attendance, leaves, absenteeism sheet
* Taking Employee complaints and grievances
* Attending meetings with the Director
* Ensuring Company policies are adhered to
* Selecting suitable candidates for the desired positions
* Acting as office admin as and when needed
1. **Vermillion Finalytics Pvt Ltd.**

**Worked as Human Resource Recruiter from November 2013 – May 2017**

1. Handled End to end recruitment of Candidates
2. Done Head Hunting.
3. Welcoming new Employees to the Firm
4. Helping with the On boarding Process
5. Arranging Medical insurance for new employees
6. Collecting documents from new employees
7. Handling all the business development, initiate client visits & discussing client requirements
8. Handling complete Recruitment process from start to end.
9. Interviewing and short listing suitable candidates
10. Handling the recruitment process for our management positions
11. Building and maintaining the candidate network and database
12. Compiling and negotiating Contracts / Agreements
13. Placed Adverts on Job portals
14. Helped the Manager in writing Policies and procedures for the company
15. Logged employee complaints
16. Retention
17. Ensuring Company policies are followed and adhered to.
18. Conducting first round of interviews
19. Scheduling future interviews with the Management
20. Communicating with other departments

**Educational Qualifications:**

* **Completed HSC from St Mary’s Junior college (Commerce)**
* **Completed SSC from Don Bosco high school**
* **Completed Bachelors Degree from University of Mumbai**

**Hobbies:**

* Cooking.
* Listening to Music.
* Travelling.

**Personal Information:**

DOB: 21 November, 1987.

Gender: Male.

Nationality: Indian.

Status: Single.

Language: English, Hindi and Marathi.

 Visa type : visit.