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 **Shaheen**

**Shaheen.240924@2freemail.com**

**OBJECTIVE**

**To achieve Organization & Personal growth through right Combination of Theoretical & Practical knowledge & to maintain high level of Attitude, Commitment and Talent in every phase of work**.

**SNAPSHOT**

* A dynamic professional with more than 6 years of Experience, 2+ years into HR.
* Practical Experience in Search on job portals to find Right Candidates for Interview
* Familiar with Various job Portal like Naukri, Times & Monster.com
* Experience in Telephonic Conversation with candidates to understand Candidates profile
* Practical Experience in Explaining the profile to Candidates and resolving their doubts if any
* Practical knowledge in Doing 1st screening of candidates profile
* Collecting Passports from selected candidates and guiding then regarding any issues
* Providing Training to new staff & supervising work of juniors.
* Maintaining attendance register, Leave records.
* Maintaining records of all employees
* Represent Company in Various Trades Fare, Interview etc.
* Excellent knowledge in managing candidate coming for interview
* Excellent Command over Primary language of Communication(ENGLISH) and Secondary language (HINDI)
* Fast Learner and Can Adapt to any situation quickly

**CORE COMPETENCIES**

**Operations Management**

* Planning, Directing and Maintaining efficient operations; assigning and evaluating the work performance of personnel assigned.
* Evaluating existing systems in the organization, identifying areas for improvement and providing necessary feedback to the management for suitable action at their end.
* Handling entire Office Operations entailing formulation & implementation of the department’s Standard Operating Procedures including goals, budgets, plans, administrative activities, etc.

**General Administration**

* Managing various operations, time, resources, & supporting teams for achievement of present goals and missions; receiving and distributing all incoming mail and preparing outgoing mail for dispatch and maintaining a proper register for the same.
* Providing documents management services as required, including filing, retrieval revision updates, etc.; arranging conferences, visual aids and refreshments.

**Human Resource Management**

* Supervising Staffing, Recruitment.
* Coordinating for the additional manpower required.
* Arrange meetings & Conference with client as well candidate.

**Resource Candidates for Below Companies:-**

**SATORP & ARAMCO:- For their Technical as well non-Technical department,**

**SABIC / SADARA / LUBEREF :- For their Technical & Non-Technical Department,**

**MTMM:- Civil Engineer, Project Engineer,**

**YAMAMA:- For Cement Plant,**

**Achievements** : Awarded as a Best Employee For SABIC interview Campaign

**CAREER SKETCH**

**AL YOUSUF ENTERPRISES, MUMBAI**

**Since March 2012 – Till Date**  **HR Executive/ HR Co-ordinator**

**KEY RESPONSIBILITIES**

* Make Searches on job portals
* Call the candidates for details
* Schedule for an interview
* Do 1st screening of candidates profile.
* Collecting Passports from selected candidates
* Handling attendance register
* Providing Training to new employees
* Maintaining records of all employees (from joining till resigning / retirement)
* Strong Email correspondence with The Client and the Candidates in all regards.

**Duties & Responsibilities in Brief**

* Working for Construction and Maintenance of Infrastructure, power plant, Petrochemical, refinery Oil & Gas (Offshore & Onshore).
* Handling the team of 18 members
* Handling end to end recruitment procedure.
* Fulfil client’s requirements of manpower supply within time limit.
* Sourcing and searching profiles through various job portals (Naukri, Monster and Linkedin), office databank, Advertisement, Campus interviews, head hunting and references.
* Job posting on various job portals as per clients requirements / job descriptions specified.
* Pre Screening, scrutinizing & short listing profiles as per job requirements.
* Interacting with the prospective candidates through E-mail, telephone, SMS.
* Co-ordinate with Team Manager, Project Supervisor, Client & Candidates and making necessary arrangements for final interview.
* **Preliminary interviews**
* **Coordinate daily walk-in interviews**
* Issue contract/appointment letter for selected candidates
* All administration work.
* Facilitating clients with reference check of the candidates. Looking after post recruitment activities like J.F. P.F., ESIC, Insurance, Recruitment cycle, leave management, document verification, etc.
* Preparation of daily/ weekly/ monthly manpower reports, transportation and attendance and leave record, time sheet.
* Arranging courier services for collecting documents from client/consultant etc.

**LORVEN INTERNATIONAL PVT LTD.**

**From July 2011 – March 2012 Project Co-ordinator**

**KEY RESPONSIBILITIES**

* Daily email correspondence.
* Co-ordinating with the Site Engineers on site regarding the status of work.
* Placing the orders for materials.
* Follow up with the dealers for materials.
* Preparing Purchase Orders.
* Correspondence with the clients.
* Payments follow-ups.

**Scientific Devices ( Bombay ) Pvt Ltd**

**From October 2010 – June 2011**  Administrative Officer

**KEY RESPONSIBILITIES**

* + Handling export department in terms of orders ,despatch and payments of the Manufacturing items
	+ Preparing Invoices follow ups with clients for payments.
	+ Making entries of all the transactions in software and in registers maintained by the Company.

**LONDON SCHOOL OF ACCOUNTANCY & MANAGEMENT**

**From December 2008 – August 2010**  COUNSELOR

**KEY RESPONSIBILITIES**

* + Responsible for Follow up with clients. Updating records, interacting with Students, Seeking New Clients.
	+ Consulting students/ agents regarding higher studies.
	+ Responsible to meet multiple objectives within an organization, identify potential clients, manage existing account/customer relationships.
	+ Understanding the requirements of the clients & positioning an appropriate solution.
	+ Ability to manage the relationship at various levels in the clients.
	+ Handling petty cash of the branch.
	+ Attaining incoming and outgoing calls.
	+ Arrange Seminars in co-ordination with the College.

**ACADEMIA**

* Bachelor of Commerce ( B.com ) – 2010 in First Class. – Mumbai University
* H.S.C – 2006 – 74% - Maharashtra Board
* S.S.C – 2004 – 59% - Maharashtra Board

**COMPUTER SKILLS**

Platforms : Windows98, Windows2003, Windows Server 2007.

Package : MS OFFICE, Well Versed in Excel and Internet, Emails

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**DECLARATION**

I hereby declare that all information provided by me is true to best of my knowledge and belief.