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#### Summary

* 5+years of extensive experience in the field of Human Resource as a **Sr Recruitment Specialist**.
* Extensive experience in Selection of CV’s, Shortlisting candidates, Preparing Job description.
* Hands on experience on End to End Recruitment cycle.
* Proven track record of meeting targets in high volume recruiting and developing innovative recruitment strategies.
* Implemented effective retaining policies.
* Take care of all the initial HR aspects before reporting to head HR.
* Good exposure on Advance excel – maintain employee database, generating payroll, employee retention, etc.
* Made innovative changes in hiring policies.
* Excellent sourcing skills through portals and networking sites.
* Dealing with the Employers or Vendors or Customers on regular base.
* Excellent written and verbal communication skills.
* Well versed in generating analytical reports for Management, Peers and Team
* Strong communication skills
* Strong Negotiation skills.
* Excellent communication Skills.
* Flexible and exceptional ability to work with other people as a team.
* Established leadership skills.
* Exceptional organizational skills.

**KEY COMPETENCIES AND SKILLS**

* Human Resources and Administration.
* Resolving typical and common hiring problems.
* Negotiating with candidates, employers and related third parties.
* Developing procedures, policies & standards for recruitment.
* Writing up contracts, including terms and conditions.
* Tactfully resolving disputes between different parties.
* Handling all confidential information in a professional manner
* Knowledge of specialist HR software and automated systems
* Having in depth conversation with people over the phone and face to face.

**Professional Experience**

**Genzeon Corporation 2013 Jul – 2016 Jan**

**Sr Recruitment Specialist/ HR Administrator**

**Responsibilities:**

* Handling end to end Recruitment & selection process
* Co-coordinating with placement consultants and negotiating on Contracts Sourcing and screening of candidates
* Follow-up the selected candidate
* Maintain the all kind of Candidates database separately e.g. Selected-Not-Selected Candidates, Under-Considered Candidate, On-Hold Candidates.
* Update MIS reports on monthly basis.
* Issuing offer letter and Appointment letter
* Managing Induction Programs
* Handling all resignation Cases.
* Taking Exit Interviews and proper filling up of Termination forms by exiting employees before forwarding to accounts department for Full and Final Settlement
* Taking care of onshore Petty cash system.
* Working on both C2C and W2 requirements for various direct Client requirements.
* Source resumes from job boards and cold call the suitable candidate as well as email the requirement.
* Source resume from third party vendors for C2C positions. Talk to them briefly about technical expertise and their suitability for the requirement
* Submit to the clients the resumes of the candidates who are interested (only if they fit for the position).
* Working on various technologies like dot net, Data warehousing, Advanced JAVA, System Engineering, etc.
* Sending weekly reports on the week’s work to the reporting manager as well as operations manager.
* Updating the internal database (Maxhire) with the requirements worked on and submissions made against the requirement, recording the interviews if any.
* Supervising the completion of joining formalities and ensuring that employees settle into their new roles.
Acquainting the new employee about the company & its policies. Monitoring the effective utilization and retention of Manpower.
* Support Head HR in Scheduling and conducting Performance Appraisal meetings with various Department Heads. Participate in discussions and give in HR recommendations.
* Assist Head HR in executing the relative ranking system
* Ensure that Attendance Systems are followed and salary of employees administered timely.
* Responsible for employees Probation Evaluation and Confirmation Letters are sent in time.
* Ensure proper payroll administration and effective wage management across multi location offices.
* Counseling/ mentoring of the employees to maintain a healthy work environment and facilitating.
* Handling all resignation Cases.
* Taking Exit Interviews and proper filling up of Termination forms by exiting employees before forwarding to accounts department for Full and Final Settlement

**WIN WIRE TECHNOLOGIES LLC. 2010 Sep – 2013 Mar**

**HR Executive/ Recruiter**

**Responsibilities:**

* Handled end to end Recruitment & selection process
* Used Jobsites Portal like naukri.com,Monster.com,Shine.com, etc.
* Handled Grievances.
* Co-coordinated with placement consultants and negotiating on Contracts
* Maintained good relation with the Vendors or employers or customers.
* Taking care of Sourcing and screening of candidates
* Follow-up the selected candidate
* Constantly keep checking the available requirements through LinkedIn groups and google groups and job boards.
* Try calling the vendors to discuss the job requirement and send the relevant resume.
* Quote rates according to the requirement and the experience of the candidate.
* Weekly report to manager about the status on the bench.
* Provided back end support to HR Head
* Attends employee grievance’s and complaints upon request.
* Maintain healthy relationship with ex-employees and plan to retain them if required.

**EDUCATIONAL QUALIFICATION:**

* Masters of Business Administration (MBA HR) from JNTU –India – 2010
* Bachelor of Science (BSC - BZC) from OU –, India - 2008

**PROJECTS:**

* **Training and Development at ICICI Pru life Inc.**

A complete study was made by me in Training and Development with special Reference to ICICI Pru Life.

* **Recruitment and Selection at JSB Tech. L.L.C.**

A study was done by me in Recruitment and Selection with special reference to JSB Tech. L.L.C.

**PERSONAL DETAILS:**

**Marital Status: Single**