**SENIOR RECRUITMENT PROFESSIONAL**

**-Technical and Professional Recruitment from Entry-Level to Executive-**

**-Builds Exceptional Employees and candidate Relationship-**



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259937**

E-mail: gulfjobseeker@gmail.com

A business graduate with core Human Resource & Organizational development experience. My organized approach of handling assignments coupled with strong communication enables me to work efficiently both independently, as well as, part of a team. I am highly proactive and results driven HR professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has a very good understanding of HR selection processes, screening applicant CV’s, developing job descriptions, writing job adverts, checking application forms, maintaining employee records, Employee Relations and Process Development & Improvement.

**Areas of Strengths Include**

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| **End to end recruitment:** Sourcing, Staffing, scoping, Executive Search & Head Hunting, Diversified & Bulk hiring, Recruitment drivesand on boarding candidates. | **Hiring inputs:** Meeting hiring managers to understand niche skill profiles.**SAP-HCM** |
| **Screening:** short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role. | **Staffing:** Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers |
| **Lateral Hiring:** Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description. | **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards. |
| **Payroll:**Maintain complete employee records.Process payroll on time and ensure accurate cost allocations.General enquiries and inquiry resolution.Provide cost analysis and wages information as required for budgetary purposes | **Organization planning and Development**Customer Relationship Management (CRM)Benefits administrationHR system and process improvementTeam building**Microsoft Excel** |
| **Training and Development** | **Career Management**, Performance Management, CRM |

**Professional Experience**

**BOL - Media Network (01 March 2015 – Present)**

**Senior Talent Acquisition Specialist:**

Involved in establishing the Human Resource Department of this emerging media group from scratch which involved the following HR functions:

**Recruitment & Selection:**

* Involved in target based end to end recruitment of both technical and non-technical department from generating pool of candidates through different mediums including various job portals and head hunting, short listing suitable candidates, conducting final panel interviews with respective departmental heads, offer designing after reviewing candidate’s credentials, getting offer approved by top management, offer delivery/negotiations and getting the best talent on board.
* Actively involved in organizational development activities for improvising Recruitment ERP system and overall HR processes.
* Builds relationships and communicates consistently and proactively throughout the recruitment process to ensure all participants in the hiring process are updated and well informed.
* Responsible for developing, recommending and executing recruitment strategy with decision makers to ensure a successful candidate search within the identified time frames
* Responsible for setting hiring standards for all the departments with the departmental heads to determine staffing numbers, skills and needs to meet the organization’s objectives.
* Conducting recruitment drives across the country to attract best talent from top notch universities of the country
* Maintaining documentation of new inductee in his/her separate file.
* Responsible for clearances and final settlement of separated users.

**Training & Development**

* Conducting orientation of new inductees about organization and its policies.
* Preparing Training Modules, presentations, assessments, training activities in coordination with the Business Heads & Line Managers of various departments.
* Reviewing departmental training activation plans and ensuring new users are being trained as per the defined plan.
* Looking after, all ER, Compensation and Benefits issues & payroll of BOL regional office Islamabad.

***VALUE RESOURCES Pvt. Ltd* (Feb 2011 – Feb 2015)**

HR & Training Executive

Worked as HR & Training Executive in Value Resources (Pvt.) Ltd, a consultancy service provider with a focus on Organizational Development, Research, Training, Monitoring and Evaluation for strengthening performance and Construction projects for development sector. I had the following key responsibilities:

**Recruitment & Selection:**

* Conduct the whole Recruitment process and Monitor Manpower plan activities, and ensure that all recruitment of all staff is within the approved policies & procedures.
* Conduct Manpower analysis & discuss Manpower needs according to the business objectives.
* Responsible for conducting, updating & modifying all job descriptions, job families, competencies & job specifications for all positions within the company.
* Develop and implement sourcing strategies and managing multiple recruitment channels to deliver recruitment targets within budget.
* Develop a pool of qualified candidates, search & recommend new sources of professional recruitment channels.
* Responsible for screening resumes and selecting the short list potential candidates.
* Conduct telephone & face to face interviews for junior/ senior & managerial posts for all positions.
* Conduct regular meetings & follow-up with line Managers to determine the effectiveness of recruiting plans and implementation. Prepare job Offers for the Accepted Candidates.
* Implement & Supervise recruitment reports, hiring documents, and employee’s placements.
* Ensure Employees probation evaluation forms are filled by managers on time & appropriate actions are taken accordingly.
* Implement & Conduct exit interviews, analyze & develops exits reports.

**Training & Development:**

* Orientation and Training of new employees
* Coordinate with program manager and key stakeholders to develop comprehensive training modules.
* Ensure proper implementation of training plans.
* Developing TNA’s and Feedback forms
* Develop and submit periodical reports
* Handling complete logistics of a project.
* Management and arrangement of showcasing events, workshops and seminars.
* Handling and generating budgets for the training department.

**Mobilink (Nov 2010 – Feb 2011)**

**HR Trainee:**

* Handled full recruitment life-cycle including creating search strategies, actively sourcing candidates, pre-screening, interviewing and presenting qualified candidates to hiring managers, negotiating offers and facilitating the hiring and on-boarding processes of Islamabad officer and occasionally Karachi office.
* Maintenance of employee records/ data.
* Assist Head HR in different projects.

**Internships**

* UNDP- SDPD-Media Department (Strengthening Democracy through Parliamentary Development 2011)
* SAFMA (South Asian Free Media Association 2010): Worked as organizers in the fourth National conference held in the Marriot Hotel from 4th to 6th November
* PAYAM (NGO 2009): Organized a mega event held in the open air theater; Ao rang bekhairain- a painting competition fordisabled children.
* ACEWORK: Worked with organization in Ace Work under their marketing department for two months and helped them documenting their work process, made different marketing strategies and brochures for them, and developed the training programs for the sales team.

**EDUCATION**

* ***Master in Business Administration (2012-2013 June) GPA 3.25***

*Bahria University, –* ***Majors in Human Resource***

* ***Bachelor in Business Administration(2007-2011)***

*Bahria University–* ***Majors in Marketing***

* ***F.SC (Pre Engineering)(2006-2007)***

*Bahria College*

* ***Matriculation (Computer Science)(2004-2005)***

*Bahria College*

**Achievements**

* Ielts score 6.5
* Won 2nd prize in ad making in event media fest 2011 held all over Islamabad
* Won silver medal in swimming championship(sindh open) 2004
* Selected in Islamabad national junior team 2005
* Participated in LUMS SYENRGIES (case study competition at LUMS) 2011 and 2013 (runner up)
* Participated in BIZIGNITION at BAHRIA UNIVERSITY