**First Name of Application CV No:** **1650924**

Whatsapp Mobile: +971504753686



**Objective**  
To become a Human Resource Recruiter participating in the development of ongoing creative and cost-effective sourcing strategies with a goal of hiring outstanding candidates.     
  
**Qualifications Summary**  
Self-motivated, results-oriented, adaptive and committed to reaching human resource departmental goals while maintaining a positive attitude.  
  
**Education**

* B.COM – Graduate from Mumbai University.
* Diploma in Human Resource.

**Work Experience:**

***SR Executive: 18th August 2014* – 29th Feb 2016 *, Rikroot Management Services.***

**Region’s(APAC\ ME\NAM)**

* Handling team of 10 Executives.
* Handling day-to-day activities and administrative activities including selection &staffing, tasking, discipline.
* Handling middle and senior level recruitments for external clients.
* Conducting telephonic interviews.
* Conducting the initial HR round to screen prospective candidates, scheduling interviews, following up and taking the final HR round.
* Head Hunting
* Profiling
* Client interactions
* Maintaining MIS for candidates

***HR Associate:* 8th August.2013 – 27th Jan’14, Serco Global Services**

* Conducting telephonic interviews.
* Handling the entire end to end recruitment cycle.
* Posting jobs on job portals.
* Scrutinizing & Short listing resumes based on specific criteria, skills, platforms, qualifications & relevant experience either from database, Advertising, Referrals, or through websites.
* Follow Ups with the selected candidates till they join the Organization.
* Conducting the initial HR round to screen prospective candidates, scheduling interviews, following up and taking the final HR round.
* Maintaining MIS for candidates.
* Co-ordination with process owners for operational round.
* Handling employee referral program.

***HR Executive:* April.2013 – 7th August’13, Eureka Outsourcing**

* Conducting telephonic interviews.
* Handling the entire end to end recruitment cycle.
* Posting jobs on job portals.
* Scrutinizing & Short listing resumes based on specific criteria, skills, platforms, qualifications & relevant experience either from database, Advertising, Referrals, or through websites.
* Follow Ups with the selected candidates till they join the Organization.
* Conducting the initial HR round to screen prospective candidates, scheduling interviews, following up and taking the final HR round.
* Vendor Management.
* Maintaining MIS for candidates.
* Co-ordination with process owners for operational round.
* Campus Recruitment.

***HR Associate:* Nov.2011 – April.2013, Sutherland Global Services**

* Work closely with hiring managers to coordinate planning activities regarding hiring, trends, and needs of the program.
* Maintain accurate and well-ordered documentation on all candidates.
* Conducting telephonic interviews.
* Posting jobs on job portals.
* Scrutinizing & Short listing resumes based on specific criteria, skills, platforms, qualifications & relevant experience either from database, Advertising, Referrals, or through websites.
* Follow Ups with the selected candidates till they join the Organization.
* Conducting the initial HR round to screen prospective candidates, scheduling interviews, following up and taking the final HR round.
* Co-ordination with process owners for operational round.
* Maintaining MIS for candidates.

***Team Member:* Apr 2006 - Dec. 2006, UNICEF**

* Make understand people about slum area development.
* Taking opinion and feedback.
* Making surveys.
* Preparing MIS and maintaining details of Surveys.

**Personal Details:**

Date of Birth : 13th November, 1988.

Religion : Hindu

Gender : Female

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Gujrati, Marathi and French.