Curriculum Vitae

**SHUJAUDDIN**

**Career Objective:**

To be associated with an organization where my educational and technical skills will help in achieving both personal and organizational goals and put my academic knowledge into practice in pursuit of a successful career in the field of Human Resources.

**Education Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University**  **(ENGLISH MEDIUM )** | **Month/ Year of Passing** | **Performance** |
| Masters in Human Resource Management | Sardar Patel University | 2014 | 69.5 % |
| Bachelor of Commerce | Gujarat University | 2011 | 46 % |
| HSC (Commerce) | GSHSEB | 2008 | 61.43 % |

**Experience:**

**Current Organization : Sulekha.Com New Media Private Limited.**

**Period : 1thDec, 2015 to 6th June, 2016**

**Designation : HR Executive**

* Recruitment of personnel (Call Centre Associates) for both the voice and non-voice functions.
* Recruitment of middle and senior level management for Operations and Support functions.  
  Independently manage the entire process of hiring from short-listing candidates, co-ordinating interviews with different managers.
* Creation of employee personal files and manages the HRMS system with timely updates.
* Constantly liaise with the recruitment consultants for a regular inflow of quality candidates.
* Be a very good relationship manager with the recruitment consultants in terms of updating them real time on the status of the candidates, invoice management etc.
* Recruitment of personnel operations (Paging Operators) and Non Operational functions, through recruitment agencies & references.
* Induction of the new joiners
* Maintaining the Standard operating procedures of the company and also religiously following them.
* Preparing the payrolls and monthly reports of HR.
* Meeting with the Training and Quality Department to calibrate on the hiring for TME’s
* Liaison with new consultants for meeting the challenging numbers required every month
* Preparing and scheduling induction and orientation programs and coordinating with various Business Teams in the organization.
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Preparations of salary fitments, salary negotiations, prepare offers and ensure joining. Generating weekly & monthly recruitment reports.

**Current Organization : NIFA INFOCOMP SERVICE (P) LTD.**

**Period : 1th JULY, 2014 to 30 Nov, 2015**

**Designation : HR Executive \ Placement Officer (Multitasking Job)**

* Sourcing resumes from portals various positions. Short listing CV’s relevant to the open Position.
* Advertising vacancies using appropriate mediums
* Bulk Hiring Candidate alltypes Top Level to Bottom Level
* Negotiation with the candidates
* Counseling and Guidance cell - provide support to Managers in case of   
  disciplinary issues
* Actively involved in Employee Engagement Activities
* Any other work assigned by the management from time to time*.*
* New Employee Joining formalities
* New Employee Orientation & Induction Programmer
* Resign Staff Experience Certificate , NOC , Reliving Document Preparation
* Internship Candidate Joining & Formalities
* Updating Day to Day Bio Metric Attendance
* Calculating the salary as per the attendance
* Quarterly auditing at our within Gujarat branchesCross Checking Attendance Punching Physically available staff

**Internships & Projects:**

**BEDVA VILLAGE, DIST: ANAND**

**Period:**1/7/2012 TO 30/11/2012

1. To organize free medical camp for nearby villages
2. To increase awareness among villagers about the importance of cleanliness
3. To show the presentation to the students of different school about Health, Hygiene and Cleanliness
4. Skit Play on BetiBachao in the nearby Villages

**TRIBHUVANDAS FOUNDATION**

**Period:**1/1/2013 TO 30/3/2013

1. Conducted Medical Survey
2. Cancer Awareness Program

**TORRENT CABLES LTD NADIAD**

**Period:** 1/5/2013 TO 30/6/2013

1. Training was imparted on Records Keeping.
2. Training on Maintaining Personal File of Employees.

**MILCENT APPLIANCE PVT LTD**

**Period:**1/7/2013 TO 30/11/2013

1. To know the different ISO standards followed by the organization.
2. To maintain the records of performance appraisal of shop floor workers and staff members.
3. Actively participated in different training program for employees and apprentice.
4. To maintain monthly schedule of education and training program for employees

**HINDUSTAN COCA COLA BEVERAGES PVT LTD**

**Period:**1/1/2014 TO 30/4/2014

1. I was involved in conducting joining formalities of apprentice and updating attendance in management system
2. Maintaining Personal File of Employees
3. Conducted interview for shop floor employees
4. Updated Leave Card of Employees
5. Canteen Management
6. To actively participate in arranging welfare program of employee like Badminton tournaments.

**AWARDS & ACHIEVEMENTS**

Got First Prize for Best Food Stall at SavliMela Organized By Anand Institute of Social Work in 2013

**SPECIALTIES**

[MS DOS](http://www.bayt.com/en/specialties/s/ms-dos/), [Basic Accounting](http://www.bayt.com/en/specialties/s/basic-accounting/), [Basic Photoshop](http://www.bayt.com/en/specialties/s/basic-photoshop/), [MS Office Automation](http://www.bayt.com/en/specialties/s/ms-office-automation/), [Tally ERP](http://www.bayt.com/en/specialties/s/tally-erp/) 9

**PERSONAL INFORMATION:**

**Date of Birth :** 17-December -1989

**Marital Status :** Married

**Current Location :** Dubai

**Challenges :** Ready to go any place

**Languages Known :** English, Gujarati, Hindi, and Urdu.

**Hobbies :** Playing Football, Playing cricket, Reading, Watching news, Music.

**Job Seeker First Name / CV No: 298977**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

