Sehreen



Sehreen.317070@2freemail.com

**CAREER OBJECTIVE**

To secure a mid-level position in human resources field that would entrust me with maintaining and enhancing the human resources and developing the strong professional team for company.

**AREAS OF EXPERTIES**

 Recruitment Staffing General Administration

Employee Relations/ welfare Customer Management

**PROFESSIONAL EXPERIENCE**

**ePaisa Services Pvt Ltd :Mar 2017– July 2017**

 **HR executive**

* Reviewing resume and applications.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Preparing and submitting all relevant HR letters (offer & confirmation) / documents / certificates as per the requirement of employees in consultation with the management.
* Reference Checks for new joinees.
* Joining formalities and documentation for new joiners.
* Handling Employee engagement activities.
* Maintain employee files and records in electronic and paper form.
* Work with the HR Head in administering the performance evaluation process.
* Assist in development and implement HR policies and procedures.

**Antal International Network: April 2016 – October 2016**

**Associate Consultant – Specialist Recruiter**

* A passionate e-commerce recruiter, specializing in recruiting UI/UX Roles (Web/Mobile) across product IT companies.
* Mapping out the market in terms of identifying opportunities,maintaining and building a resource pool of candidates and clients and commercially qualifying available resources to enhance profitability and add business value.
* Looking after key hiring requirements within the design space.
* End to End Recruitment for Product/ E-Commerce Companies.
* Identify suitable candidates for current and future requirements. Initial screening, interviewing and short listing of candidates.
* Interact with the clients and take the feedback till the final placement and also maintain mutual relationship for the future requirements.
* Maintain & manage database of clients & candidates for future requirements for similar position.

**Jet Airways (I) Ltd: Jan 2016 – April 2016**

**Customer Service Assistant (CSA)**

***Responsibilities:***

* Provide efficient guest service and optimize revenue.
* Perform various customer service functions at the airport (check-in / boarding gate and ramp).
* Perform allocation assigned as per the roster.
* Check status of all flights including catering uplift and adjust as required.
* Handle special situations and conditions. eg. - Flight disruption / cancellation / overbooking.
* Carry-out the upgrades according to the guidelines in respect of overbooking.
* Personally deal with denied boarded and off-loaded guests, irate guests on exceptional basis.
* Ensure safe / efficient operation of all activities at the Airport.
* Ensure all ground handling activities are conducted as per Airline standards and policies

**Sutra Services Pvt Ltd: Aug 2014 – Aug 2015**

**Talent Acquisition Executive (Tech Recruiter)**

***Responsibilities:***

* Working with Top notch Product based Start-ups on technology roles.
* Understanding requirements from clients & working on same with regards to the processes set.
* Tapping candidates from various Job portals like Naukri, monster etc.
* Head hunting people from professional social networking platforms like LinkedIn Github, Dribble.
* Have handled & closed technical positions like Java, Php, Python, Machine learning, Data Scientist, Mobile Developers (Android, iOS, Windows) etc.
* Maintain a pool of candidates & floating them for future requirements.

 **ACADEMIC CREDENTIALS**

**Diploma in Human Resource Management:** Welingkars Institute of Management Studies 2015

**BCOM:** Mithibai Motiram Kundanani College, Mumbai, University ofMumbai in 2014

**TECHNICAL SKILLS**

TOOLS: MS Office, Word, Excel, Power Point and Outlook.

E-MAILING TOOLS: MS outlook, Yahoo & Google.

Experience with Bamboo HR, Basecamp, Time Doctor HRM software.

**PERSONAL INFORMATION**

Date of Birth: 18th October 1993

Gender: Female

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi and Marathi

**References**

Available upon Request