**Khalikuzzama**

**[Khalikuzzama.351799@2freemail.com](mailto:Khalikuzzama.351799@2freemail.com)**

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| **Academics** | **:** |  | **Specialization: HR & Marketing** | | |
| **Course** |  | **Institute & Board** |  | **Year of Passing** | **Aggregate Percentage** |
| PGDM |  | Oriental School of Business (OSB), Mumbai. |  | 2014 | 57% |
| B.sc (IT) | | Institute of Technology & Management Studies (ITMS) | (ITMS) | 2011 | 60% |
| H.S.C. |  | Raval College, Maharashtra State Board. |  | 2008 | 50% |
| S.S.C |  | St Anthony’s High School, Maharashtra State Board. | | 2006 | 62% |

# Key Skills

Human Resource, Talent acquisition, Recruitment, Vendor management, Employee

Referral, Communication skills, Leadership, Confidence, Team player, Employee engagement,

HR Generalist, Grievance handling, handling exit formalities, Client servicing.

**Professional Experience**

* **HT Media - (Shine.com)**

**(Oct 2016 – Till date)**

**Designation: Sr. Specialist Recruitment & Client servicing.**

* Responsible for the entire recruitment activities.
* Conducting Interviews and maintaining track of each candidate.
* Attracting applicants by placing job advertisements using job sites & job portals (Naukri/Monster/Shine/Times job).
* Handling vendors, doing follow ups, line ups and co-ordination of the candidates on daily basis as per the hiring requirement, handling vendor drives as and when required.
* Assisting clients in their recruitment and hiring through Shine.
* Providing Product & Recruitment Training to Clients
* Engage with key clients and building long term client relationships to generate repeat business and referrals.
* Discuss business and project shortcomings related to recruitment with clients and provide them with recommendations
* Develop, deploy & manage shine.com recruitment solutions across enterprise accounts.
* Handling employee engagement, grievance, attrition, and exit formalities.
* Rolling out offers to prospective employees and supporting all pre-joining activities.
* Managing all the on-boarding and post joining activities for all new employees.
* **Sutherland Global Services**

**(May 2015 – Sep 2016)**

**Designation: HR Associate.**

**Job Profile:**

* Responsible for the entire recruitment activities.
* Screening of the candidates, scheduling technical or subject matter interviews, interview feedback, offer follow-up, salary negotiations, reference checks, ensuring

joining, etc.

* Handling vendors and Employee Referral, doing follow ups, line ups and co-ordination of the candidates on daily basis as per the hiring requirement.
* Driving Employee Referrals through Floor walks, holding Events basis on Festivals.
* Felicitating employees with highest number of referrals.
* Handling vendor drives as and when required.
* Designing & Posting of Ads on the job portals & updating & maintaining candidate skill profile and proficiency database (Database Management).
* Participating in team meetings with the monthly report & coming up with suggestions in order to improvise.
* Handling employee engagement, grievance, attrition, and exit formalities.
* Rolling out offers to prospective employees and supporting all pre-joining activities.
* Managing all the on-boarding and post joining activities for all new employees.
* **SK Solutions.**

**(April 2014 – April 2015)**

**Designation: HR Recruiter**

**Job Profile:**

* + Getting vacancy details from Clients.
  + Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
  + Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
  + Matching candidates to jobs to build a pool of potential applicants.
  + Screening and short-listing candidates for employers to interview.
  + Building relationships with employers and job seekers.
  + Meeting targets for vacancies filled and people placed.
  + Keeping records and negotiating fees**.**
  + Accomplishes human resources and organization mission by completing related results as needed.

# Key Projects & Internships

* **Summer Internship**

**Company – Omega Consultancy Pvt Ltd.**

**(May 2013 – July 2013)**

**Designation: HR Executive**

* + Interacted with more than 100 candidates.
  + Screening CV’s from Naukri and Monster.
* Placing candidates on suitable jobs based on their qualifications.

# Positions of Responsibility.

* Member of the Core Committee for SPORTSDEMIA 2012- Cultural Sports Event of IEIBS AKADEMIA

# Achievements, Awards & Certifications

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* Secured 3

position in Cultural event called “AKADKRIEG” in 2012; an Intra college festival.

# Extra-curricular Activities & Interests

* Hobbies: listening music, playing cricket & soccer.