**YASEEN **

 **Mobile Number: C/o 971501685421**

 **Email-ID:** **yaseen.377633@2freemail.com**

**OBJECTIVE:**

HR is a key to attracting and retaining the top talent of any company. It is with pleasure and high expectation that I submit my application to you for the position of Human Resources Officer. And having experience of UAE Busines setup services Mainland,LLC,Freezone

**SUMMARY:**

* Having 1 month of experience in Business setup services UAE
* Good Knowledge on Maindland LLC,Freezone business setup services
* Overall 2.8 years, expertise in HR Activities (In-house, Staffing & Campus recruitment, Core HR,Generalist),
* Currently working as an HR Executive with APPISTOKI Consulting Pvt Ltd.
* Assisting with day to day operations of the HR functions and duties
* Providing clerical and administrative support to Human Resources executives
* Compiling and update employee records (HRMS)
* Highly skilled in HR activities like, UAE labour law, Graduity, Attrition calculation, Recruitment, Selection, Fixing CTC Break Up, Joining formalities, Induction, Training, Deployment, Building Pipelines, and Confirmation Process.
* Having good knowledge in UAE labour law.(Graduity,Attrition
* Worked for Various IT Clients like IBM, INFOSYS, ROBERT BOSCH, ACCENTURE, NIIT, FLY DUBAI.

**CAREER PROFILE**

**HR EXECUTIVE**

**APPISTOKI Consulting Services Pvt Ltd (March 2017 to January 2018**)

**HR EXECUTIVE – Role & Responsibilities:**

**1. Induction and Onboarding:** Inducting the new joiners by briefing them about the systems, processes, policies, their responsibilities and point of contact details. Conducting bi-monthly sessions along with the Unit leadership for elaborate understanding of unit and organization functioning.

**2. Internal Recruitment and Outsourcing**: Managing the stake holders, joining in meetings and getting the JD finalized for a particular position. Outsourcing Client (ALSHAYA.CO Kuwait, ORACLE, ERICSSON, and Cerner Healthcare, Posting the jobs in various Job Portal. Getting the Resumes downloaded, prescreening those and sharing with the hiring Managers. Scheduling interviews and coordinating with the short-listed candidates. To negotiate with the candidates and following up until they join the organization. Preparing the Appointment letters and get it signed by the concerned authority.

**3**.**Employee Engagement** :Conducting unit level engagement activities – Skips, Manager & Leadership meet ups, All Hands Meet, Town Hall and Unit level fun activities / celebrations Managing Engagement Indicator by liaising with unit leadership to identify critical resources and taking measures to ensure active employee engagement.

**4.Employee Queries & Grievances:** Assist in resolving employee queries pertaining to policies, leaves, promotions, ex-employee verification, medical validation, and other facets of employee life cycle.

**5. Performance Management** :Role Changes Process Execution of the Goal Setting, Performance Appraisal Using 360 degree and the Performance Improvement processes cyclically.

**6.Separation / Exit** : Reducing employee turn-over and attrition through exit interviews. Managing all the exits for the unit across all accounts in the unit.Attrition analysis, generating pipeline and quits report. Managing employee retention and non-voluntary exits.

**Executive Talent Acquisition**

**Experis IT (A Manpower Group- Feb 2016 to March 2017)**

ROLES & RESPONSIBILITIES:

**Talent Acquisition:**

Design & Implement recruitment strategies. Involved in complete life cycle of the recruitment process. Meetings with Hiring Manager & Business Head on weekly, monthly basis on Ramp up plan. Sourcing, Screening, Scheduling, Conducting HR interview, compensation & Benefits negotiation, preparing the salary fitment sheet, generate, roll out offers, initiate for BGV & On boarding. Mapping the bench resource with the current requirements. Creating and working on Demand supply relationship.

**Campus Recruitment:**

* Visited nearly 05+ Engineering Institute for Campus recruitment & hired around 50+ entry resource.
* Managing end-to-end recruitment life cycle from sourcing, screening, scheduling, selection, negotiation, various approvals, offers to post offer follow ups for at levels & grades.
* Have also supported all groups across IT Infrastructure system integration projects (networking, Platforms, Storage, and Backup) from a sourcer capacity.
* Built pipeline for technical positions within business units.
* Daily, Weekly and Monthly updates and reviews with Supervisors and the Management team.
* Understanding the company's Talent Acquisition strategies and sourcing profiles which match the expected job responsibilities and business requirements.
* Sourcing of best talent candidates at various levels through databases like Job Portal, Database; Networking sites and Employee Referrals etc
* **CLIENTS HANDLED : IBM, Infosys, Robert Bosch, Mphasis, Fly Dubai, Dell, Oracle, Copalamba, Herbalife.Etc**

[**HR ANALYTICS**](https://www.google.ae/search?safe=strict&client=firefox-b&dcr=0&q=HR+ANALYTICS&spell=1&sa=X&ved=0ahUKEwiK0I_p_O_YAhUsDMAKHVkdABgQkeECCCMoAA) **& IT recruiter Trainee**

**DynPro India Pvt Ltd (Jun 2015 to Jan 2016 (7 months)**

**Responsibilities:**

* Attendence Management , Joining Formalities, Joining Formalities, Exit Formalities, Time sheet preparing, Salary processing,
* Responsible for the full life cycle recruiting process **(IT Staffing)** to fulfill large number of staffing requirements for our company and to our Clients.
* Sourcing the profiles according to the client requirements through Job Portals (Naukri, Monster) References and Headhunting.
* Screening the candidate according to the skill set and checking with candidate technical skills, communication skills, managerial skills, functional skills and attitude expectation etc .
* Co-ordinate and schedule Interviews for the short listed candidates.
* Continuous follow up with the offered candidates & maintaining the good relation for references.
* Providing daily, weekly and monthly reports to the Leads.
* Proficiency in MS Office programs and tools (Word, Outlook, Excel) as well as CRM

 **EDUCATION:**

ADHRM :( HR Generalist, Payroll, Recruitment, Core HR)

D Square Technologies, Bangalore University.

BSW (HR):ST. St.Philomena College, Mangalore University

 **Technical Qualification:**

* Expert in MS-Word, Excel, Power point and Internet Basics.

**STRENGTHS:**

* Flexibility to travel and for presentation
* Hard worker
* Flexible to handle any situation.
* An initiate to face tougher challenges.
* Willingness and ability to learn in a Short Time.

**PERSONAL PROFILE:**

Name **:** Yaseen

Nationality  **:** Indian

Date of Birth **:** 24th Jan 1995

Visa Status : Visit visa (valid till 20/03/2018)

Languages known **:** English, Kannada, Hindi, Tamil, Malayalam and Arabic (to read and write)

**TRUTH DECLARATION:**

I hereby confirm that the information given above is true to the best of my

Knowledge and belief.

**Date:**  **Place:** Bangalore