 **SALEEM**

Email : **saleem.381777@2freemail.com**

Nationality : **Indian**

Visa Status : **Single Entry Convertible** **Visit**

Marital Status : **Married and have 2 kids**

**SUMMARY**:

* Around 10+ Years of experience with complete **recruitment life cycle** in addition to operations and administration.
* Handled all queries of the candidates before joining and after joining.
* Handled VISA Processing for different nationalities like Jordan, Indian , Pakistani and Egyptian etc
* Handled medical insurance, flight tickets and leaves for the existing employees
* Prepared offer letters and assisted the senior management for appropriate measures.
* Dealt with the manpower agencies in negotiating the quotes for the joiners

**EDUCATION**

* M.B.A (**HR & Marketing**) from S.V.University, Tirupathi (**March2005**)
* B.Sc (**Computers**) from S.V University, Tirupathi (**March2003**)

**PROFESSIONAL EXPERIENCE:**

**PrimePoint Establishment, Riyadh KSA Dec 2010 – Dec 2017**

**Recruitment Specialist**

**Clients:** Riyad Bank, Mobily, GOSI, National Commercial Bank, Banque Saudi Fransi, Bank Al Bilad etc.,

* Fulfilling the Company’s recruitment needs that include High Level, middle level and junior level positions.
* Sourcing resumes from different sources like linkedin, google, Jobsites, social media, cold calling, references from internal and from other sources etc.
* Conducting screening to check- Communication Skills, Work Experience Availability, Salary Negotiation, etc.
* Scheduling interviews by communicating with the project managers, technical panel and the candidates.
* Doing Reference check/ background check.
* Responsible for the Visa processing for different nationalities.
* Preparing offer letters and responsible for new joiners right from Visa processing and the first day of joining
* Handling all employee queries on medical insurance, flight tickets and leaves.
* MIS Work for the above said responsibilities

**Wipro Arabia Ltd., Riyadh KSA Mar 2010 – Dec 2010**

**Recruitment Executive**

**Clients: Saudi Airlines, Saudi Aramco, Mobily, Alinma Bank, PNU etc.,**

**Responsibilities:**

* Sourced CVs for High Level, middle level and junior level positions from different sources like, Jobsites, job posting, cold calling, references from internal and from other sources etc.
* Interviewed candidates at technical and non-technical levels and generated assessment reports before sending them to the hiring managers for their further interviews.
* Scheduled interviews by communicating with the project managers, technical panel and the candidates.
* Followed up on the interview feedback and took forward for the next hiring levels.
* Responsible for New Employee Joining in Riyadh, Jeddah, Dammam, etc.
* Helped in creating their Employee IDs, Employee Numbers, Email IDs and other stuff.
* Dealt with the manpower agencies in negotiating the quotes for the joinees.
* Helped in conducting Induction programmes to the new joinees etc.
* Generated SAP Reports for Billing Invoices, Collection reports both products and services wise.
* Collected Documents for Iqama Transfer and Iqama Profession Change and Coordination with Administration Department and the employees.
* Did MIS Work for the above said responsibilities.

**LanceSoft Inc., Bangalore Jul 2007 – Aug 2009**

**Sr.Technical Recruiter.**

**Clients : Verizon Business, National Grid, Fannimae etc.**

**Responsibilities:**

* Responsible for providing desired recruitment solutions to my company’s clients within the stipulated time.
* This includes understanding the clients manpower requirements and searching the database of our own as well as of various job-sites
* Worked on job portals like DICE, HOTJOBS, COMPUTERJOBS and MONSTER.
* Scanned resumes and matching profiles with the client requirements.
* Conducted telephonic screening to check- Availability, Salary Negotiation, Communication skills, Project Experience etc.
* Worked with various clients like Verizon Business, National Grid, and Fannimae etc.
* Worked on different client websites like Fieldglass(Insight), Wandpro, etc.,

**Ideal Placement & Consultants (p) Ltd., Hyderabad Oct 2005 - Jul 2007**

**Recruiter**

**Clients : MRF Tyres, Johnson Tiles, Tata Teleservices,**

**Responsibilities:**

* Understanding the Client Requirements, Sourcing profiles from job boards like Naukri, Jobsahead, Timesjobs, and Monsterindia. Interviewing them and finally placing the candidates.