**RECRUITMENT | HR PROFESSIONAL**

**Career Statement:**

* **I am professionally qualified MBA in Human resources with 5 years of UAE work experience in agencies & in house recruitment. Being working with commercially focused organizations I completely understand the pressures of meeting deadlines and accurately assessing job applicants as per hiring needs.**
* **As a dedicated recruitment professional I understand the importance of the Talent acquisition department to any organization, and therefore aim to focus on resource management solutions resulting in reduced time and cost per hire.**
* **A versatile recruiter with strong track record of recruitment at different levels and for diversified sectors having sound industry knowledge and understanding of different organization structures.**
* **A competent and organized individual who is able to work as part of a team and manage several priorities at one time.**
* **Planning and directing the organization's employment and recruiting strategies, policies, and objectives in order to achieve optimal staffing levels.**
* **To attract first-rate talent and to ensure lasting and successful placements at all levels within the specified time limit. The goal is to exceed company’s expectations and add value to business.**

**Educational Chronicle:**

**Master’s Degree : M.B.A (HR & Marketing) from Lucknow University in India. (With first division) (2004~2006)**

**Bachelor’s Degree: Graduation in Commerce Stream from Hindu College affiliated from MJP University, Bareilly, India (2001~2003)**

**Professional experience:**

**Recruitment Associate (Temporary Contract)**

**ACCUMED PRACTICE MANAGEMENT, DUBAI (December 2015 – February 2016)**

**AccuMed Practice Management was established as the first company to provide full Revenue Cycle Management solutions to the regional healthcare sector and to establish the Medical Billing industry in the UAE and Middle East. Our focus is to bridge the gap between medical providers and service payers in order to help physicians focus on the provision of clinical services by effectively managing the administration of medical practices.**

**Recruitment & onboarding responsibilities:-**

* **Create and build good image of the company through positive communication, with active and passive candidates. Provide candidates with good source of information of the company’s business and its activities.**
* **Create and implement recruitment process/strategies and all necessary recruitment forms that meet the company’s needs and ensure approved recruitment process or strategies are followed by all in the company as well in all other geographical locations of AccuMed (Dubai, Abu Dhabi, Syria & India).**
* **Establish and maintain constrictive and cooperative working relationships with all department heads/supervisors or decision makers throughout to fully understand the work process /environment/job profile and recruiting needs of all assigned job openings and pending requests.**
* **Analyzing and recommending any suggestions to the hiring managers or line manager on any open or pending positions.**
* **Ascertain recruitment requirements by evaluating organizational development and /or any expansion plans.**
* **Creating job descriptions and updating them to reflect company structure & finalize approved Job descriptions for all positions as per the organization chart as well as any new positions that arise and ensure all JD’s are available for the current roles in the company. Revisions to JD’s to be made based on the need & with all necessary approvals.**
* **Network through industry contacts, agencies, seminars, conferences and employees. Conduct and coordinate with various recruitment job fares etc.**
* **Manage external sourcing like the use of recruitment agencies, headhunters and recruiters.**
* **Post openings in newspaper advertisements, with professional organizations, social media and in other position appropriate venues to source candidates and attract candidates through effective job postings and positive communication.**
* **Source, identify and shortlist candidates as per the requirements and provide shortlisted resume/candidate profile or summary to all hiring managers for further screening and understanding to select the right talent and close the position by meeting the TAT (Turn- around – time) for each open position.**
* **Research and recommends new sourcing methods, ideas for active and passive candidate recruiting.**
* **Post offer candidate engagement and facilitate onboarding in collaboration with extended HR team and ensure the end to end recruitment process is completed, including (induction training, seating arrangements new hire announcement, all IT related process etc.)**
* **Creates and generate various Recruitment reports as requested to present to the line manager or management.**
* **On boarding and mobilization - Coordination with the PRO for complete legal documentation and organizing the induction process for new staff.**
* **Manage the job offer including negotiation and administration. Negotiate a win-win offer of employment with candidate consistent with the needs of the business.**

**Recruitment Consultant**

 **SELECTIVE SERVICES, DUBAI (November 2014 – June 2015)**

**Selective Manpower Services (SMS) is an Outsourcing & Recruitment Service dedicated to serving clients improve their employee productivity and retention. SMS expertise in fields of Banks, Financial Institutions, Government Sector, Fashion Industry, Insurance, Health Care, facility management companies, Real Estate Companies.**

* **Responsible for managing end to end recruitment process from manpower requisition to physical on-boarding by working individually or with a team in order to achieve the set goals and objectives of the organization.**
* **Actively participating in manpower planning and hiring needs based on that preparing exact Job descriptions for successfully attracting desired talent for different positions.**
* **Customized sourcing through adverts, job portals, executive search and headhunting; shortlist and Recruit the suitable applicant whose profile matches with the current job requirements of the clients.**
* **Effective utilization social networking site (like LinkedIn recruiter), job portals (like Naukrigulf , monstergulf, Bayt) , references and other unconventional & cost effective methods to source suitable profiles.**
* **Managing specialized and bulk recruitment process within given time frame.**
* **Successfully managing key accounts for talent acquisition / outsourcing for top notch clients.**
* **Conducting recruitment drives for specialized / mass hiring projects.**
* **Conducting preliminary interviews for the shortlisted applicants and preparing interview notes to be shared with the hiring entities.**
* **Managing specialized and bulk recruitment process within given time frame.**
* **Maintain a strong database of candidates that’s updated on a regular basis**
* **Completing a document checklist prior to joining.**
* **Prepared Job Offer Letters, NOC, Promotion Letters, Re-designation Letters, Transfers Letters as per company policy and approvals by the senior Management for outsourced staff**

 **Freelance recruiter**

**(December 2012 – September 2014)**

* **Worked as a freelance consultant for recruitment related projects with different industries on positions from Executive to Managerial level.**
* **Working closely with agencies and supporting them for all kind of talent requirements.**
* **Planning recruitment strategy, shortlisting, interviewing and reference checks.**
* **Meeting timely deadlines.**
* **Reduced cost and time to fill per hire.**
* **Maintaining weekly trackers on excel sheets for smooth functioning of recruitment process.**

**HR/Recruitment Executive**

**ADNAN MANAGEMENT CONSULTANTS, DUBAI (Jan 2007- April 2009)**

* **Reporting all HR & Administrative activities to the management.**
* **Prepared job descriptions; employee specifications etc.**
* **Arranging business meetings of the concerned departments with the clients.**
* **Sending discussion documents for signatures and filing the signed documents.**
* **Keeping and updating the personal details of the employees.**
* **Faxing and receiving documents and arranging photocopies of the documents required.**
* **Screening CVs and referring to consultants for short listing.**
* **Assisting consultants in sourcing candidates from different channels like internal references & job portals.**
* **Organizing their preliminary interviews and arranging final interviews with the concerned dept.**
* **Creation and maintenance of progressive database of clients and candidates.**
* **Creating and updating excel sheets containing data for different type of clients from different industries and their response to the company’s services.**
* **Filing all the important documents related to recruitment process from short listing till placement.**

**AREAS OF EXPERTISE: -**

 **♣ Developing Recruitment Channels
♣ Improving Recruitment Practices & related decision making
♣ Reducing Recruitment Cost
♣ Managing specialized / Bulk Hiring Campaigns
♣ Competency Based Recruitment
♣ Psychosomatic Testing and Personality Assessment
♣ Employer Branding**

**Professional skills:-**

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| --- | --- |
| **Communication & negotiations**  | **Excellent communication skills, Is able to articulate fluently with confidence in all levels of hierarchy internally and externally. Ability to negotiate well and conclude the offer with a positive result.** |
| **Team Management** | **Establish and maintain cooperative working relationships within the team, management and all employees.**  |
| **Problem solving** | **Ability to handle conflicts/problems and come out with proposal to resolve the conflict after sufficient analysis.** |
| **Self-Management** | **Meeting the superiors’ expectation in terms of time management and on time delivery of all recruitment responsibilities as well as other assigned tasks. Ability to understand priorities and manage them accordingly to meet deadlines.**  |
| **Planning and organizing** | **Plan and organize periodic task delivery and targets achieving that leads to smooth processes for the required function.** |
| **Technology** | **Having good excel skills and expert proficiency in MS Office.** |
| **Learning** | **Applying self-learning practice to assure consistency in the relevant functions required to meet the targets.** |
| **Initiative and enterprise** | **Proposing frequently new ideas which assure continuous improvement in the relevant processes. Managing & implementing change effectively. Quickly adapting to changes as and when required.**  |

**PERSONAL PROFILE:-**

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| **Date of Birth** | **10 – 03 – 1984** |
| **Nationality** | **INDIAN** |
| **Marital Status** | **MARRIED** |
| **Languages** | **ENGLISH & HINDI** |

**First Name of Application CV No :** **479604**

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