**First Name of Application CV No 556422**

Whatsapp Mobile: +971504753686



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**Curriculum Vitae**

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|  Degree **Pursuing**  Job TitleDesired Job Nationality **Date of Birth** Gender Marital Status  | Master of Computer Application Master of Business AdministrationRecruitment Executive – HRHuman ResourcesIndian09/04/1986MaleMarried |

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| **PROFILE SUMMARY**Goal-oriented HR Professional with experience in End to End Recruitment, Employee Engagement, HR Operations, Background Verification, General HR and Admin tasks and worked for various domains like IT ,ITES, Construction, Oil & Gas, Retail and Manufacturing sectors. Handled complex projects with cross-functional teams. |

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| **WORK EXPERIENCE** |
| **Alchemy Human Resources Consultancy, UAE** | **Technical Recruiter – Oil & Gas, IT**  | **December 2013 to till date**  |
| **Key responsibilities:** End to End Recruitment for various functions, Single handedly handled Background Verification Process; Partnering with business functions at various levels to understand their staffing needs and to bridge the gap with the best talent. Partnering with various Business Functions to analyze Manpower related issues, shrinkage, attrition viz. a viz. need of hour, Manpower Plan, expansion etc. & devising plans to fit the issues at base level with discussion with key stakeholders.  |
| **Function** | **Areas of work** | **Achievements** |
| **Recruitment** | * Responsible for end to end recruitment.
* Created pool of Candidates through various sourcing mechanisms across various functions of Oil& Gas, Production, Quality, Engineering and Maintenance, Instrumentation & support functions like HR, SCM, Warehouse, EHS, Projects, IT (Systems), Finance, Legal, .
* Constant touch base with Business to analyze the gaps & fixing the same by devising various strategies & implementing the same at time of sudden attrition & expansion.
* Prescreening & Screening of Candidates for specific roles; sharing the feedback with technical team; getting the right candidate for specific role by discussion etc.; Conducting HR interviews for Level up to Associate Manager; Been part of salary negotiation and compensation discussions.
* Updating of JDs & Organograms by discussion with Key Technical Stakeholders at different points & time.
* Ensured High Closure rate at the time of Walk-ins, Job fairs & during Campus Hiring.
* Part of Induction team and Coordinated in smooth onboarding of new joinees.
* Recruitment & closures via Social Media Channels. Effectively used social media for branding and recruitment.
* Single point of contact for HR related issues for all my Departments.
* Anchored System requirement need of all new joinees of entire Biocon. Responsible for collation of system Requirements for FY 14-15**.** Maintaining and consolidating the system requirement list for new joinees.
* Generation of Recruitment related Metrics as of when required.
* Working in close connection with the corporate communication team for use of social media channels for branding and recruitment.
 | Achieved highest closure rateinQ1 |
| **Background Verification** | * Single point of contact for Background Verification process for entire organization. Streamlined Entire process of BGV and audit ready environment.
* Developed SOP’s, work processes for Background verification process.
* Developed Vendor Evaluation Metrics.
 | Brought in the practice of maintaining Vendor Evaluation Metrics;Got in proper documentation w.r.t various Trackers, Agreements & Legal Requisition Forms in Place.Faced Audits successfully. |

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| **WORK EXPERIENCE**  |
| **Aukar Human Resources Consultancy, India(Sister Concern of Alchemy Human Resources Consultancy, UAE)****March 2011 to December 2013**  |
| **Sr. Recruiter / Team Lead- HR** * End to End Recruitment-Sourcing CVs, Scheduling Interviews, Coordinating, Selection and Placement.
* Worked on generalist role, handled gamut of HR activities from entry to exit.
* Generation of Offer Letter and Appointment letter, Salary Negotiations & Revisions, Employee Confirmations.
* Payroll Management – Provision of Monthly Salary Inputs, Over Time Administration, Arrears Management, etc.
* Leave and Attendance Management.
* Managed Admin related activities of the organization.
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| **Key Responsibilities** |
| * Handling the various recruitment processes by coordinating with the client and the candidate.
* Managed a team of 15 members.
* Searching & Short listing Quality profiles through Job Portals, Social links, Employee Referrals Expertise in posting the jobs.
* Coordinating interviews, both personal and telephonic.
* Good Knowledge in recruiting for Permanent & Contract Staffing.
* Preparing & maintaining the MIS report.
* Maintaining the Database.
* Scheduling the interviews for the short listed candidates.
* Act as single point of contact with the clients.
* Proficiency in recruiting techniques like Head Hunting, Cold Calling and Networking.
* Experience in working for Start- up companies.
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| **Job Portals Worked With** |
| * Naukriindia.com
* Monsterindia.com
* Timesjob.com
* NaukriGulf.com
* MonsterGulf.com
* Dubizzle
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| **EDUCATIONAL QUALIFICATION** |
| * **From 2013:Pursuing Master of Business Administration (Human Resources) from Karnataka University**
* **Year 2010: Master of Computer Application from Anna University(First Class)**
* **Year 2007: Passed Bachelor of Science (Computer Science) from Bharathidhasan University(Second Class)**
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| **SKILLS WORKED ON** |
| * **MS Office Skills** – MS Word, MS Excel & MS Power Point.
* **DBMS:** Oracle 9i/10g, MS SQL Server, DB2,
* **Software Testing:** Manual & Automation Testing
* **Microsoft Technologies:** VB.Net, ASP.net, C#,VBA
* **Sun Technologies: -** Java, J2EE, Servlets, Swing
* **System Admin:** Linux, Unix, Windows, VMware, Mac OS(IBM)
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| **EXTRA ACTIVITIES** |
| * Participated in BNI (Business Networking International) on behalf of our Managing Director for two chapters named BNI Excellence & BNI Insomniacs.
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