**FOUZIA**

**E-Mail:** **fouzia.148747@2freemail.com**

**Best time to call:** Always available for contact

**Personal Details**

 **Gender:** Female | **Nationality:** India

**Marital Status:** Single | **Date of Birth:** 19th August

**HR ANALYST | RECRUITMENT CONSULTANT | H.R ADMINISTRATION | STAFF MANAGEMENT**

* *Technical and professional recruitment from Mid-level to senior management professionals ●*
	+ *Builds exceptional client and candidate relationships ●*

**Aspiring for a senior position in Human Resources Management where excellent business experience and education is required to assist the company in the accomplishment of its goals**

* An accomplished professional with over **6 years** of comprehensive and cross-cultural experience in **Human Resource** **Management, Training & Development, Lead Generation, Performance Management, Employee Relations,** and **General**

**Administration**

* Presently associated with Deloitte India as an HR Analyst implementing high-impact organizational plans and HR programs; possessing extensive insight into a wide array of administrative functions with industry regulations
* Competent **Strategic HR & Business Management Professional** committed towards growth of staff in organizations in diverse industries with rich experience in Talent Management, HR Operations, Headhunting and Strategic Planning
* Effective hiring, management, deployment and development of top-notch talent at supervisory, staff and field levels
* Fully familiar with budgeting, operating efficiencies, contract administration, executive reporting, accurate documentation and cost reductions
* Unparalleled expertise in designing training modules and organizing team building events across career
* Proven track record of managing day-to-day HR functions from inception to conclusion, including planning telephonic interview, sourcing, screening and short-listing of candidates
* Renowned for implementing full recruitment cycle, in particular contract preparation, for ensuring that there’s no dependency & discrepancy amongst the teams and adheres to policies and processes
* Proficient as an influence manager and change agent in providing and supporting all types of operations delivery, human resource management & facilitating solutions for smooth running of business
* Multi-faceted in team building, organizing, need analysis, program implementation and accurately documenting in time-sensitive situations

**Areas of Strength Includes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| • | Networking | • | Eye to Detail | • | Internal Event Management |
| • | Communication | • Sourcing, Screening & Short- | • | Performance Management |
| • | Decision Making |  | Listing | • | Training |
| • | Strategic Thinking | • | Time Management | • | Joining Formalities |
| • | People Management | • | Induction Program | • | Diversity Hiring |
| • | Dedicated | • | Process Improvement |  |  |

**SYSTEM SKILLS**

* Certified MSOE: Microsoft Excel Expert
* Big Data Analysis
* Other Microsoft Office Tools
* Microsoft VISIO
* Adobe Photoshop, Microsoft XP, Windows Vista, Picasa

**EDUCATION**

* Bachelor in Commerce (Hons.) - Osmania University, India – Mar 2009

**GLOBAL EXPOSURE**

* Coordinated and worked with counterparts in USA, and Canada

**PROFESSIONAL ACCOMPLISHMENTS**

* Designed and implemented tools in Microsoft Excel that resulted in an overall team quality and productivity by 40%
* Earned recognition and spot award for building performance tools for exceeding goals
* Acknowledged by the management for devising an efficient data-entry system for increasing productivity of the team in GOOGLE office by 70%
* Recognized for the efforts and appreciated by HR Manager for timely closure of open positions in various departments
* Time and again acknowledged and recognized for providing outstanding value to the clients

**CERTIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| • | Project Management–Harvard Publishing | • | Privacy & Confidentiality |
| • | Difficult Interactions–Harvard Publishing | • The Foreign Corrupt Practices Act |
| • Confidentiality Matters: Key to Client Trust | • Business Chemistry – Milestone Program – ASPIRE |
| • | Ethics in Action | • | Preventing Workplace Harassment for Non-Supervisors |

* Independence for Professionals
* Introduction to Independence

**EMPLOYMENT HISTORY**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** |  | **Designation** |  | **Duration** |
| Deloitte, India |  | HR ANALYST |  | Mar 2014 – June 2017 |
| Google, India (via Randstad India Limited) |  | HR ASSOCIATE ANALYST |  | Jul 2012 – Mar 2014 |
| IZM Charity House, India |  | COUNSELLOR |  | Aug 2010 - May 2012 |



**Significant Contributions as HR Analyst**

* Plan and manage recruitment and selection of staff
* Plan and conduct new employee orientation
* Identify and manage training and development needs for employees
* Develop and implement human resources policies and procedures
* Administer HR policies and procedures
* Administer compensation and benefits
* Ensure compensation and benefits are in line with company policies and legislation benchmark compensation and benefits
* Support annual salary review
* Implement and monitor performance management system
* Handle employee complaints, grievances and disputes
* Administer employee discipline processes
* Conduct exit interviews
* Review and update employee rules and regulations
* Maintain the human resource information system and employee database

**Other Responsibilities:**

* Creating extensive tools using Microsoft Excel for improving process quality and productivity
* Coordinating with Clients via telephone, email, letter and face to face for examining and solving client’s problems, which may be complex or long-standing problems that have been passed on
* Conducting trainings and sessions for peers and new joiners to deliver a high standard of client service
* Maintaining accuracy in records of discussions or correspondence with clients
* Devising feedback or complaints procedures for clients to use
* Improving client service procedures, policies and standards for my department
* Undertaking sessions to discuss possible improvements to client service

**Significant Contributions as HR Associate Analyst**

* Appointed prospective resources for the company via involvement in posting requirements on job portals
* Coordinated with Hiring Managers to ensure better services via conventions
* Accountable for developing the resource pools, handling walk-ins and referral programs
* Maintained tracker of all the interviewed and offered candidates
* Generated excel sheets for the no. of open & closed prospects and mentored process associates for organizational norms
* Provided complete employee data reports to the seniors on time
* Prepaid and gave suggestions for the recruitment plans of the business unit
* Handled the initial round of phone interview
* Assigned the positions to the team members and motivated them to achieve their targets
* Involved in hiring many Interns and Fresher’s through campus hiring
* Coordinated with the bank for opening the salary accounts of the new joiners
* Maintained an efficient vendor network by providing the right feedback and screening the performance
* Developed the service agreement with third parties for staffing solutions and identified the new vendors
* Involved in liaising with the finance Dept. regarding the payments for the recruitment vendors

**Significant Contributions as Counsellor - Education and Counseling Dept.**

**Human Resources:**

* Supervised the full time placements of Professionals from various fields
* Sustained cordial and professional relationship with clients as well as generated additional business from them
* Involved in handling the follow-up with the client for payments
* Imparted training to junior recruiters on advanced internet search techniques

**Counselor:**

* Counseled under-privileged students for their Professional Courses and suggesting those courses based upon their interests and Percentages
* Stipulated set of guidelines/solutions to beneficiaries interested in growing their capabilities and achieving their goals
* Organized meetings and provided recommendations on case development and techniques which can improve students for improvement in their studies and overall development
* Collected funds for village students through workshops & seminars

**LANGUAGE SKILLS**

* Fluent proficiency in **English**

**OTHER CREDENTIALS**

* Corporate Photographer
* Deloitte Blog Writer
* Actively involved with under-privilege student counselling
* Volunteer at the local charitable house
* Active participant in Deloitte Employee Giving Program (DEGP)

**AVAILABILITY**

* Possesses no bond obligations with the present employer

**References available upon request**