**WASEEM**

**WASEEM.359781@2freemail.com**

**JOB OBJECTIVE**

Seeking senior level assignments in Recruitment / Employee Relations / Training & Development with a leading organization of high repute

**PROFILE SUMMARY**

A competent professional with overall more than 9+ years of experience in:

Recruitment & Retention Employee Engagement

HR Operations Performance Management

Customer Service Liaison & Coordination

Team Management Client Coordination

**CORE COMPETENCIES**

**Recruitment / Retention & Exit Management:**

* Planning human resource requirements in consultation with heads of different departments and managing the complete recruitment lifecycle for sourcing the best talent from diverse sources
* Giving download of exit formalities & procedures to employees, handling employee relieving formalities and ensuring completion of exit interviews for the employees

**Employee Relations / Engagement:**

* Steering employee engagement initiatives across the organization and ensuring workmen queries and problems are addressed on time
* Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieving dedication among personnel.
* **ORGANIZATIONAL EXPERIENCE**
* **Jun’07 – Mar’ 10 ICICI Bank Ltd (Mysore)**

ICICI Bank is India's largest private sector bank with total assets of Rs. 7,206.95 billion (US$ 109 billion) at March 31, 2016 and profit after tax Rs. 97.26 billion (US$ 1,468 million) for the year ended March 31, 2016. ICICI Bank currently has a network of 4,450 Branches and 14,103 ATM's across India.

**RESPONSIBILITIES:**

* Collection of overdue amount from delinquent customers.
* The database for the bank of the existing clients.
* Allocate cases across collection executives and agencies.
* Timely identification of Skips/ Resolutions -Portfolio segmentation for increased collection focus.
* Settling the disputes on behalf of the Bank
* Taking the daily feedback from all the DCT as well as agencies and taking appropriate action for unaccomplished task.
* Follow up with 1,2,3,4 bucket cases.
* Special follow-up with write off cases.
* Monitoring the Collection Agency and FOS.
* Field Visit for Broken PTP cases. Special follow-up against the problematic customers and chronic case.
* Preparation of MIS Reports.
* Maintain MIS and day to day updating of the same.
* Updating of DCR with Delinquency List. Updated list given on weekly Basis.
* Tracking of Every Receipt and Every Receipt Book.
* **Aug’10 – Apr’11 Fintrestle (UAE)**

FINTRESTLE GROUP is a global multifaceted company engaged in CREDIT RISK MANAGEMENT SERVICES for various Multinational Banks like ADCB, Emirates Islamic Bank, Mashreq Bank, Emirates NBD, Dubai Islamic Bank Etc. In UNITEDARAB EMIRATES & INDIA.

**RESPONSIBILITEIS:**

* Preemptive call is done to the customers for all outstanding payments in order to achieve cash collection
* Making collection efforts on past due accounts
* Responsible of following up with clients to collect the due payments (by visits, phone calls, e-mails, faxes letters) and updating in CMS
* Carrying out the field visits to the clients for collecting the payments coordinating with sales team to clarify any differences in the customer's accounts
* Monitoring and reviewing the monthly balance report and taking the necessary actions to communicate with our clients
* Sending a daily visit report and reporting the final collection situation
* Trained collection system to the new comers
* Achieved month on month achieved the target across bucket 1 &2
* **Since Sep’11 Till Aug 2016 SAAD Manpower Services Pvt Ltd (Mumbai) as Sr HR Recruitment Executive**

SAAD MANPOWER SERVICES Pvt. Ltd offers the unique provision of recruitment services, independent in providing a broad range of workforce for management solutions to companies of various sizes. SAAD takes pride in providing a niche and highly skilled set of manpower.

**RESPONSIBILITIES:**

* Heading the recruitment process for the assigned Line of business by working with Operations managers. Some of Short term and Long term Projects Handled.
* Organize selection process with indenting department and arrange for and conduct interviews drives (local and International), and shortlist/ select suitable candidates to meet the manpower needs in an expeditious manner.
* Provide recruitment assistance to line HR Managers and provide recruitment activity for assigned position from sourcing to selection or as advised, in accordance with recruitment policy/ established recruitment process for positions undertaken.
* Co-ordinate amongst recruiting agencies (where required), prospective candidates and the line managers to ensure that the recruitment process is carried through till final mobilization.
* Complete all necessary documentation with respect to each selection process.
* Developing communication with different departments Head to plan and control the Manpower.
* Established and maintained good working relationships with HR manager to determine hiring needs and implement hiring strategies.
* Conducting initial screening and interviews of the candidates.
* Sourcing profiles according to requirements from various recruiting sources - self-created databank, job portals, and consultants through own network of contacts.

**Long Term Projects Handled:**

1. **GAS Maintenance Project – 300 Employee(Mechanical),**
2. **SMH- 75 Employee (Mechanical),**
3. **HEISCO– 200 Employees(KOC),**
4. **HEISCO – 75 Employees (KNPC)Etc.**

**Shutdown / Catalyst Jobs Handled:**

1. **GAS (Saudi Kayan) Shutdown (300 Employees)**
2. **HEISCO (KOC) Shutdown (75 Employees)**
3. **SMH (Chevron) Shutdown (500 Employees)**
4. **SMH (Tasnee) Shutdown ( 300 Employees)**
5. **SMH (Maaden) Shutdown (50 Employees)**
6. **SMH(Aramco) Shutdown (150 Employees)**
7. **SMH (PIC) Shutdown (50 Employees) Etc.**

**ACADEMIC DETAILS**

2014 BCom from Sir CV Raman University.

2007 MES Industrial training Institute affiliated with Central Board.

2005 10th from St. Rita’s High School.

**PERSONNEL DETAILS**

Date of Birth: 14thApril 1988

Languages Known: English, Hindi, Urdu & Tamil

Nationality: Indian

Marital Status: Single

Driving License: Indian Driving License

Visa Type Visit Visa