**Noor **

**Contact Number: C/o 0504753686**

**Email:** **noor.379043@2freemail.com**

**Objective:**



Pursue a challenging position in an esteemed Organization, prove and improve my skills with a challenging and rewarding career and become an asset to the Organization. I am confident that I can fit into a challenging job where I can explore my skills. Given an opportunity I will prove my knowledge and experience to benefit the Organization and myself.



**Educational Qualification:**



​**B.Com.**

Osmania University .2004



**Employment History:**



**Organization:** Monarch Hr Consultancy(Dubai)

**Designation :** Sr. Hr Recruiter

**May 2017 to Till Date**

​**Job Profile ​:**

* To manage client relationship, ensure & cater the needs as per the requirement of the client.
* Understanding manpower requisition from the concerned department.
* Understanding the requirement and accordingly drafting a job description and getting it approved by the concerned person.
* Arrangement of interviews for foreign delegates
* Co-ordination with companies regarding Recruitment Requirements / Activities.
* Day to day routine correspondence with Clients and Branch offices/Associates regarding recruitment all over India and relevant feedback.
* Co-coordinating with Advertising Agencies for placing Advertisements for the required jobs being an international Placement.
* Study & analysis of the requirement received from clients.
* Sourcing, Screening and short listing of suitable candidates as per the client specification.
* Arranging telephonic interview of candidates with Clients to verify experience, communication, availability date and location.
* Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
* Designs the selection matrix for choosing the optimum recruitment channel and recruitment source
* Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization
* Builds a quality relationship with the internal customers and external recruitment agencies
* Monitors and constantly reduces the costs of the recruitment process
* Sets the social media communication strategy for different job profiles and functions in the organization
* Conducts job interviews for the managerial job positions (or key jobs in the organization)
* Acts as a single point of contact for managers regarding recruitment topics

**Career Summary**

 HR Professional with ​8 plus years of rich work experience in recruiting professionals.

Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing , Campus Recruitment , Client Handling, Salary Negotiation

Executive Hiring, Contract Recruitment, Team Management.-Experienced in Volume/Mass Hiring and Niche Skill Hiring -Proficient in recruiting candidates from all levels Junior Level to Senior Level. -Good experience of Campus Recruitment/ Off Campus Hiring. -Experience in IT and ITES Recruitment. -Possess excellent communications and interpersonal skills.

 **Key Skills:-**

 End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.

-Screening: short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role.-Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.-Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers -Hiring inputs: Meeting hiring managers to understand niche skill profiles.-HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.-Promptly informing the rejected candidates about the reason for the rejections.-MIS: Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.

**Organization:​*​*Star Max Security(Dubai)**

**Designation:​**Office incharge

**March 2016 – March 2017**

​**Job Profile** **​:**

* + Maintain Staff salaries
	+ Preparing all documents related to new visa, renewals, license, medical insurance etc.
	+ Supervising Administration, sales & purchase of stocks

 **October 2014 to Feb 2016**

 **Organization​*:* *​*Nadia Beauty NBS (Dubai)**

 **Designation: ​**Incharge

 **Job Profile ​:**

* Handling Queries resulting from day to day
* Responsible to maintain the front desk
* Updating of Website , responding to mails, maintain staff salaries preparing offer letter, appraisals Etc
* Create spa promotions through online services
* Assist & handle customers complain in professional manners
* Day to Day contacts with the Bankers and Representatives
* Finally day to day reporting directly to the MD related to the Project and Marketing Details.

**Aug 2009 to Sep 2014.**

**Organisation :​*​*ARK Manpower consultants(India)**

**Designation: ​**HR Recruiter

**Job Profile ​:**

* Interacting with clients for requirement and follow ups.
* Understanding the requirement and providing them with relevant profiles.
* Generate candidates from various sources like Job search portals, Database, referrals and Head hunting.
* Screening and short listing the resumes according to client requirement based on required skill sets and other requisites.
* Conducting preliminary round of Telephonic Interview (to check Communication skills, relevant experience, cost to company, notice period, attitude and other related factors)
* Coordinating end to end interview processes.
* Create and Maintaining the database by making regular additions

**Organization :Casting IT Solutions**

 **April 2005 to 2009 June**

**Designation : Office incharge**

* Dealing with correspondence, complaints & queries. Coordinate front office activities .
* Assign duty to staff & maintain a track record of performance by the staff.
* Answer inquires pertaining to software Services, development & depute the same Receiving important guests, bookings, reservation maintain a track of itineraries.
* Interview and hire applicant.
* Schedule meetings as requested, Prepare letters, Presentations & reports.
* Receive and process advance registration payments.
* Supervising and monitoring the work of secretarial, clerical, administrative staff & Manage office Budget..

**Educational Credentials:-**

 Bachelors in Commerce **–** Honors Specialization, @ Osmania University, Hyderabad –India

 Board of Intermediate-(C.E.C)

**Computing Skills:-**

* MS Office (Excel , PowerPoint, Access , Word)
* Tally (All versions )
* MS Outlook & Internet Applications

**Languages known :-**

* English
* Hindi
* Urdu
* Telugu

**Personal Details:-**

Name : Noor

 Marital Status : Married

 Visa Status : visit visa valid till 2nd June 2018

**References:** Available can be furnished upon request