AREAS OF EXPERTISE

HR processes & systems Recruitment methodologies

Contract document

generation

Pre -screening Short-listing candidates Document management

Sales :

Relationship building Business development Leadership

Territory management

Answering queries

CAREER STATEMENT

“Aspiring for a job in a growth oriented organization where my recruiting experience and organization at skills can be used for making positive contributions by putting in maximum effort.”

**Ashfaq Ahmed**

SOFTWARE SKILLS

MS office

C, C++

Visual basic

Java

Ashfaq

Email: [ashfaq.381550@2freemail.com](mailto:ashfaq.381550@2freemail.com)



HR Executive

PERSONAL SUMMARY

HR Professional with one year of rich work experience in performing the entire gamut of recruitment-sourcing, screening, interviewing and hiring candidates for various technical posts. Co-ordinating with various department heads for their talent requirements. Conducting preliminary telephonic interview to understand candidate. Competencies like: interest in the job, technical skills, assesus qualification for determining their position. A fast learner, who thrives on a busy, team-oriented, challenging work environment. Currently a Part-time sales associate in Elite Hardwares colachel, for all facets of customer service and product knowledge.

CAREER HISTORY



|  |  |
| --- | --- |
|  |  |
| Organization | : Aukar HR Pvt Ltd. |
|  |  |
| Designation : HR Recruiter | |
|  |  |
| Duration | : November 2016 To December 2017 |
|  |  |



Description:

Aukar HR Pvt Ltd. is a prominent executive search & selection company, providing a wide range of recruitment solutions for various requirements. We are a team of dedicated professionals offering services across India & UAE Countries.

The ”ALCHEMY HUMAN RESOURCES CONSULTANCY”, UAE. To serve the best by offering end to end HR solutions for our clients & promote the employee related risks.

**Roles and Responsibilities:**

∑ Worked in a Team which exclusively provides Staffing Services to clients like ACIS, Saint Gobain, Charter BPO, Polus Software, Achariya Techno Solutions, Ayruz Webholdings, IIFL, Heera Constructions,Artech etc.

∑ Hands-on experience in Recruitment, screening resumes, screening candidates, conducting interviews and giving the best hires for clients.

∑ Extensive experience in sourcing candidates through contacts, referrals

∑ Utilizing online job boards like Monster, Naukri, and other source-out consultants

PERSONAL SKILLS

Competitive

Deadline led

Energetic

Time management

Decision making

Attention to detail

Excellent communicator

Head hunting

Problem solving

Quick thinking

LANGUAGE KNOW

English, Malayalam, Tamil

DRIVING LICENSE

IND VALID LICENSE

PERSONAL DETAILS

DOB : 24-04-1993

Sex : Male

Nationality : Indian

∑ Pre-screening consultant on the client’s expectations, then submitting to them and getting the interview schedules and track of the candidates. Delivery of candidates being the critical factor in recruiting keeping handled those issues and made the candidates join the client.

∑ Maintaining a huge database internally to keep a wide spectrum of candidates, based on their technology and work location.

H**andling Recruitment Assignment for the following skills :**

Microsoft : .Net (C#.Net, ASP.Net, VB.Net),WPF

Testing : Manual/ Automated Software Testing

Database : DBA/ Database Developer (Oracle, SQL)

JAVA : Core JAVA, J2EE(Struts, Spring), Servlets,

Other : PHP, Drupal, Python

Mobile Technologies : Android, iPhone

Domains : Telecom, Finance, Insurance, Travel, HR etc.

ACADEMIC QUALIFICATIONS

|  |  |
| --- | --- |
| **Aalim Muhammed Salegh College-Chennai** | **2016** |

M.B. A (Human Resource & System)

**Noorul Islam College- Kumarakoil**



B.Sc (Information Technology)

**St.Marys Higher Sec School- Colachel**



H.S.C (Maths & Computer Science)

**St.Marys Higher Sec School- Colachel**



S.S.L.C

ACADEMIC PROJECTS

MBA : Study on Satisfaction Level of Employees Training and

Development

B.Sc : Unique Code Identification System

EXTRA CARICULAR ACTIVITIES

Participated in various national level inter-collegiate events in Ad-zap, Product Launch, Marketing Game

REFERENCES – Available on request