**Curriculum Vitae**

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**Abedin**

**Email:** [**abedin.387553@2freemail.com**](mailto:abedin.387553@2freemail.com)

**Synopsis**

* Result oriented HR Professional with 4+ years of experience in Recruitment & HR Generalist.
* Expertise in the areas of Recruitment, Team Handling, Database Management, Vendor Management, Payroll Management, Employee Grievances, Employee lifecycle Mgt.
* I possess excellent communication skills both oral and written. Possess remarkable interpersonal, organizational and time management skills

**Industries spotlight**

* Software & IT, Retail, Building Materials, Banking & Finance, Hospitality

**Core Competencies**

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| --- | --- | --- |
| * Recruitment Lifecycle * Grievance Handling * Team Handling | * HR Operations * Training & Development * Employee Lifecycle Mgt. | * Vendor Management * Benefits & Compensation * Database Management |

**Work Experience**

**INTECH Creative Services Pvt. Ltd. October 2017 – December 2018**

**Sr. Executive- HR**

* Recruitment and retention: managing talent and succession planning; taking overall responsibility for recruitment activity and campaigns
* Involved in end to end hiring processes for Gandhi nagar /Mumbai/Dubai/Hong Kong Requirements
* Developed and executed recruiting plans to achieve targets
* Worked closely with Hiring managers to understand the requirements, and sharing with the team subsequently to get the right fit and close positions promptly.
* Measuring employee satisfaction and identifying areas that require improvement
* Managing Employee lifecycle management
* Conducted weekly status call with the Management to give updates on all Open positions within the organization

**Diligent International November 2015 – October 2017**

**Sr. Executive - Talent Acquisition**

* End to end recruitment: Sourcing, Screening, and on boarding the candidates.
* Short listing candidates sourced through portal (Naukri, Monster, Free portals and LinkedIn) and validating them on their experience and interest on the role.
* Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Coordinating with hiring managers to understand skill profiles.
* Expertise in internet sourcing (search engines, Boolean strings, references)
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates.
* Responsible for doing Head hunting for critical requirement

**eTeam Info services Pvt. Ltd (USA Staffing) March 2014 – October 2015**

**Technical Recruiter**

* Recruitments utilizing various sourcing method using portals (Dice, Monster, Career Builder)
* Referring Internal Database (Job Diva), Employee referrals etc.
* Screening & short-listing candidates profile as per the requirements of clients.
* Co-coordinating with candidates for interview & conducting telephonic interview before short listing candidates.
* Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients.
* Maintaining daily/weekly/monthly reports such as interview status reports, closure reports & feedback reports.

**Education**

* **Masters of Human Resource Management**, Anand Institute of Social Work, Sardar Patel University, 2012
* **Bachelors of Arts (English Literature)**, N.S. Patel Arts College, Sardar Patel University, 2010

**Diploma Certifications**

**Diploma in Labor Law & Practices**, Anand Law College, Sardar Patel University, 2013

**IT Skills**

* **MS Office:** Advanced

**Personal Details**

**Profile:** Male, 29, Married

**Nationality:** Indian

**Personal Strength**

* Positive Attitude and Integrity
* Ability to work under pressure
* Team bonding and Team work
* Eager to learn new things