Nadeem Khan

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# Objective

# A professional and eloquent individual looking for a professional organization. Long-term commitment with a strong desire and ability to advance within the organization.

# Education

## BBA (finance) | 2018 | International school of business & Media

## HSC | 2015 | Takshshela Junior college, Ujjain

## sSC | 2013 | Vidyasagar school, Indore

## Additional COURSES: NSE Academy’s certification in financial markets (ncfm)

* **Financial Markets: Beginner’s Module**
* **Mutual Funds: Beginner’s Module/CBSE Module**
* **Capital Markets: Dealer’s Module**
* **Derivatives Markets: Dealer’s Module**

# Experience

# Organization: Optimum HR, Pune

# Tenure: October 2018 – October 2019

# Designation: Sr. HR Recruiter.

# Responsibilities

* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Responsible for market research and analysis.

# Key Skills

**End to end recruitment:** Sourcing, Staffing, Scoping, and on boarding of candidates.

**Screening**: Short listing candidates sourced through portals (Naukri, Monster, and Linked In) and validating them on their experience and interest of the role.

**Lateral Hiring**: Identifying the right candidates with required skill set along with their experience in order to make sure that it should match with the requirement of the job.

# Personal Qualities

* Strong written & oral communication
* Proficiency in handling computer
* Good interpersonal abilities
* Quick Learner
* Good reasoning ability
* Assertive
* Confident

# Extra-Curricular Activities

* Actively participated in cultural fests held in college.
* Actively participated in inter-college sports competition.

# Personal Details

Date of Birth: 20/04/1996

Languages Known: English & Hindi.