Sayyed Mohammed Ahsan

Contact no:9967572217

Email id:ahsan846@gmail.com

OBJECTIVE:

Work in a challenging and competitive environment, and enrich myself with knowledge & experience to emerge as an HR professional, while actively contributing to the development of the organization employing my skills.

SYNOPSIS

* A proficient professional with 2 Years of experience in Talent Acquisition, recruitment
* Skilled & expert hands with job portals & social media networking.

EDUCATIONAL QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| Degree & Specialization | Institute | University / board |
| B.M.S | S.G.M COLLEGE | Mumbai University |
| H.S.C. | ANJUMAN-E-ISLAM COLLEGE | Maharashtra Board |
| S.S.C. | S.D.A HIGH SCHOOL | Maharashtra Board |

WORKEXPERIENCE:

Aasaanjobs Pvt Ltd As Non IT Recruiter March 2018 To Oct 2018

Designation: Recruitment- HR

Profile:

RECRUITMENTS –

* Responsible for full life cycle of Recruitment process for Clients in India for mid, senior level positions across various industries.
* Handling staffing activities for in-house recruitment
* Job Posting on various Job portals and Network Sites.
* Recruitment sources like Databases, Job portals, Social Network Sites & Internal Referrals.
* Initial Screening & HR Interviews:
* Taking personal interviews with the candidates to check the soft skills and interest level.
* Conducting various test according to the requirement.
* Shortlisting the potential candidates for the final round of interview.

Harjai Computers Pvt Ltd, As IT Recruiter Nov 2018 – Dec 2019

Roles & Responsibilities :

Major exposure in handling requirements for contract to hire (C2H).

* Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations, pre selection Process and Post Offer Process Etc.
* Uploading shortlisted profile in recruitment portal .
* Experience into HR Coordination work with end client
* Candidate’s handle, Understanding the interview process and sending candidate accordingly, Speaking with Panel Experience into Naukri.com
* Understanding the clients requirements in retrospect of the candidates profile, job description, shortlist the right candidates
* Contacting the shortlisted candidates and assigning the interview according to the convenience of the Client and vice versa.
* Briefing the candidates about the job profile, package, organization, etc.
* Follow up with candidates for interviews and joining.
* Involved in Salary Negotiations and checking candidate Attitude.
* Checking candidate’s interest and Availability of candidates during the offer process (Educational and work experience).
* Keeping in touch with the offered candidates till joins the company.
* Involved in handling multiple requirements & clients.

Teamspace Financial Services Feb 2020 - Aug 2020

Designation: Recruitment- HR

Profile:

RECRUITMENTS –

* Responsible for full life cycle of Recruitment process for Clients in India for mid, senior level positions across various industries.
* Handling staffing activities for in-house recruitment
* Job Posting on various Job portals and Network Sites.
* Recruitment sources like Databases, Job portals, Social Network Sites & Internal Referrals.
* Initial Screening & HR Interviews:
* Taking personal interviews with the candidates to check the soft skills and interest level.
* Conducting various test according to the requirement.
* Shortlisting the potential candidates for the final round of interview.

COMPUTERS SKILLS:

|  |  |
| --- | --- |
| Application software | MS-Word; MS-Excel;  MS-PowerPoint. |
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PERSONAL DETAILS

Date of birth : 2nd sep 1993

Marital status : Single

Languages known : English, Hindi and Marathi.

REFERENCES

References will be provided on request.