MOHAMMAD AIJAZ

**Mobile no**: +91 9394706177

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**Skype id**: aijaz.mohammed4

**CAREER OBJECTIVE**:

To work and build a career that offer challenges& growth with opportunities, where I

can utilize my skills and knowledge efficiently.

**WORK EXPERIENCE:**

**Organization :** Mindmap Consulting – Abids, HYD.

**Designation : Talent Acquisition (**HR Sub Lead, HR Recruiter, HR Coordinator).

**Duration :** 3 Yrs( 21th October 2017 – Till Date)

Started as **HR Recruiter / Co-ordinator** after 22 month promoted a **HR Sub Lead**. **HR Recruiter Exp:**

* Working for **Train and Hire Project** for Leading MNCs.
* Sourcing the CV’s from job portals like **Naukri, Shine, Monster and Database**.

# Conduct **First level interview** (Telephonic) to check communication Skills, domain skills, interest level, availability, salary, etc.

* **Sourcing on Fresher’s** (Entry Level / Junior Level Sourcing).
* **Having experience in Recruitment –** Sourcing, Screening and Scheduling telephonic interviews, Salary negotiations, Document collections until we initiate background verification**.**

**HR Coordinator Exp:**

# Coordinating with different client &interacting the Managers for operational round.

* Handling a drives on client location & checking all documents /Govt ID proofs before scheduling interview.
* Grooming Candidates on HR parameters, Domain skills &etc

**Organization :** Just Dail – Karimnagar, TS.

**Designation :** Business Development Executive

* Worked **6 months** as a **BD Executive** in **JUSTDIAL LTD**

from **Feb 2016 to Sept 2016**.

## EDUCATIONAL PROFILE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Specialization** | **Board / University** | **Year of study** | **Percentage of marks** |
| MBA | H.R. | Kakatiya University | 2016 | 65 |
| BBM | Marketing | Kakatiya University | 2014 | 55 |
| Intermediate | C.E.C. | Board of Intermediate Education, AP | 2010 | 45 |
| Matriculation | S.S.C. | Board of Secondary Education, AP | 2008 | 50 |

**PERSONAL SKILLS:**

* Good Communication Skills.
* Good at Leadership & Managing Skills.
* Self-appraisal.
* Fast adaptability to new environment and challenges.
* Innovative &Hard Working.
* Ability to work under a team as well in individual.
* Flexible to work in any environment.

## TECHNICAL SKILLS:

* Windows XP/7/8/10
* MS Office
* Internet & E-mail operations

## ACTIVITIES &PARTICIPATION:

* Attended a workshop on **Entrepreneurship** Organized at Alluri College of Management & Science.
* Won **First prize** in seminars at College meet.
* Participated & won **1st prize** in **B-quiz** at College Fest.
* Participated in Science fair at district level.
* Participated in Cultural activities in school & college.

## INTERESTS:

* Bike riding.
* Internet Surfing.
* Mobile & PC Gaming
* Playing Cricket.

**PERSONAL PROFILE:**

**Father’s Name :** MD. SARWAR

**Date of Birth :** 25thJAN, 1993.

**Gender :** Male

**Marital Status :** Unmarried

**Languages Known :** English, Hindi, Telugu and Urdu.

**Permanent Address :** H.NO: 1-9-672/1, Revenue Colony-2, Basith Nagar, Julywada,

Subedari, Hanamkonda, Warangal, TS. (Pin: 506001).

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my

knowledge and belief.

## Date:

**Place: MOHAMMAD AIJAZ**