

RIDHA FARZEEN

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SUMMARY

An energetic, result driven HR professional with experience in Recruitment and Talent Acquisition.

EXPERIENCE

RECRO

Duration: May'21- Aug'22

Talent acquisition Executive

- Managed the full cycle recruiting process, including sourcing, screening and interviewing candidates for both IT and IT Infrastructure requirements of the organisation.
- Created pleasant interview experience with the interviewers and the candidates by tracking the interview progress and quickly adapting to the client requirements.
- Worked closely with Hiring Managers, Recruitment Partners and other Stake Holders to understand their hiring needs and goals.
- Participated in interview and selection process for various positions.
- Assisted employees with inquiries and provided information when necessary.
- Performed pre-employment checks on job applicants, i.e. references, academic etc.
- My day-to-day activities included interview sourcing, scheduling and offer management, by coordinating with the Hiring manager's/Stake holders.
- Sourced the talent using various tools such as Naukri, LinkedIn, job boards, search engines and social networking.
- Worked closely with Recruiting and Hiring Managers to identify key talent and evaluated candidate skills against specific requisition descriptions.
- Process the qualified candidates by scheduling different levels of interviews through various online tools like Google meet.
- Generated offers for the shortlisted candidates and further communicated the specifics with the On boarding team and coordinated with them.

GEN Y MEDIUM

Duration: April'21-May'21

- Sourced candidates through various channels including Job Boards, Professional Associations, Alumni, Employee Referrals, Direct Applications and company ATS.
- Managed the full cycle recruiting process, including sourcing, screening and interviewing candidates for Non- IT Infrastructure requirements of the organisation.
- Successfully manage internal recruitment and on boarding of all candidates.
- Take care of joining formalities, induction and orientation (company profile, policies and procedures) for new joiners.

EDUCATIONAL QUALIFICATION

School of Management Studies, University of Hyderabad - MBA, HRM & Business Analytics - Hyderabad, India

VNR VJIET, B.Tech, ECE - Hyderabad, India

CERTIFICATIONS

Completed a course on “EXCEL SKILLS FOR BUSINESS” from MACQUARIE UNIVERSITY.

LEARNING OUTCOME: Performed complex calculations using excels advance features and techniques i.e., pivot table, conditional formatting, Tables. **Duration:** AUGUST - NOVEMBER'20

EXTRA CO-CURRICULAR ACTIVITIES

- Secured 1st position in the event of “WHERE’S THE FLAG” in CONVERGENCE (a technical fest) in VNRVJIET (2018).
- Participated in an Entrepreneur Fest “ECFICIO” in 2018.
- Volunteered at Independence Day for the year 2017 in VNRVJIET.
- Volunteered for Ethnic Day at SMS, MBA.
- Treasurer for HR Department during my course of MBA.
- Organized HR activities