

HUNEZA AJMERI

HUMAN RESOURCE EXECUTIVE

ABOUT ME

HR Professional with 1.4+ year of working experience in recruiting IT professionals. Expertise in the areas of Staffing, Onboarding, Negotiation, Documentation, Exist formality, Event management, Employee engagement, Recruiting, Sourcing, Head Hunting, Reporting, Sourcing, Interviewing, Campus Recruitment. Seeking to apply my expertise in a corporate position with a fast-paced motion Recruitment team

WORK EXPERIENCE

MobileFirst Application | Feb 22 - present

- Human Resource Executive Currently working as a full-cycle Junior HR Executive, recruiting, sourcing, Onboarding, Documentation, Employee Engagement, Event management, Coordination with Employee screening, interviewing, Making Offer letter, presenting and placing seasonal hires - Creatively sourcing diverse high -calibre candidates by maximising internet resources. Screening call, social media, referrals, Job portals, (LinkedIn , Indeed, naukri) Head Hunting and networking. - Managing the pretension selection,offer, negotiation, Closing involved full life cycle recruiting. - Developing strategy to close key hires for in demand positions.

Bitrax Capital| Aug 21- Nov 21

- Human resources assistance
- Handling staff
- non IT Recruiting
- Team leading
- Taking Interview
- screening call
- Head Huting.

CONTACT

✉ hunezaajmeri34@gmail.com

☎ 7666448844

📍 Ahmedabad / Mumbai

🌐 [Huneza Ajmeri](#)

EDUCATION

Bachelor of Arts - 2020

SKILLS

- Interpersonal Skills.
- Communication Skills
- Generalist activity
- Employee Engagement
- Sourcing
- Screening
- Network building
- Full cycle recruitment.
- IT Recruitment
- Interviewing
- Time management
- Leadership
- Headhunting
- Talent Acquisition
- Human Resource Knowledge