



MEHARUNNISAN BEGUM

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LINKS

- www.linkedin.com/in/mehar-sam

PROFESSIONAL SUMMARY

Mature Technical Recruiter with strong business acumen and an in-depth understanding of the interview process. Looking to build upon skills and tackle new responsibilities as a **Senior Technical Recruiter** in **London** or the surrounding area. Adept at combining various interviewing methods and selecting appropriate applicants for various technical positions.

SKILLS

- Recruitment and retention strategies
- Talent assessment
- Candidate Sourcing
- Interviewing
- Onboarding
- Offer negotiations
- Recruitment
- Training and mentoring
- File and records management
- Training development
- Organizational Development
- Team Building
- Wages and salary
- Contract Negotiation
- Talent management
- Pre-Employment Screening
- Records management
- Client relationship management

WORK HISTORY

SENIOR IT RECRUITER

01/2020 to 04/2021

Freelance | Hyderabad, Telangana

- Coordinated with IT team leaders to forecast hiring needs and department goals.
- Onboarded new hires and set up training.
- Built and executed sourcing, assessment and closing approaches to manage return on investment expectations.
- Interviewed candidates using different interview methods and approaches.
- Used Boolean searches to develop applicant portfolios for expected openings.
- Operated as trusted advisor and subject matter expert to build strong and credible relationships with senior leaders, hiring managers and critical stakeholders.
- Referred candidate resumes to customer account managers for evaluation and submission.
- Sourced and selected applicants for technical positions within company.

- Wrote and posted technical job descriptions
- Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
- Completed human resource operational requirements by scheduling and assigning employees.
- Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
- Worked alongside global business leader to deploy new training strategies.
- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
- Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.

SENIOR EXECUTIVE

04/2012 to 01/2017

Edventures e-learning Pvt Ltd | Hyderabad, Telangana

- Enabled revenue generation by pursuing partnerships, sourcing funding and capitalizing on market opportunities.
- Aligned organizational objectives with company mission, increasing revenue, profit and business growth by collaboratively developing integrated strategies.
- Spearheaded cross-functional initiatives across departments to achieve business goals for bottom-line profits.
- Identified and solved issues with production, workforce and material sourcing to drive business objectives.
- Resolved issues and recommended actions based on production and compliance reports.
- Drove implementation of new market expansion to propel business forward and adapt to market changes.
- Established clear and competitive goals, growth roadmaps and strategic business plans.
- Reviewed individual department performance and worked with leadership to improve processes, procedures and practices.
- Developed and implemented new strategies and policies to establish long-term business objectives and provide strong and sustainable organizational leadership.
- Hired and managed 5 new managers to drive business growth.
- Developed import and distribution strategy and managed all related contracts and relationships to increase profit margin by 26.5%.
- Fostered new business through participation in trade shows and initiating communications with prospective clients via phone and email .
- Shaped solutions and approaches by leveraging trends in customer marketplaces and industries.
- Developed effective business strategies to capitalize on emerging market

trends.

- Streamlined operations to maximize business efficiency and profits.
- Oversaw all sales, marketing and distribution operations across 25 accounts.
- Developed program to promote new managers from within, building and maintaining cohesive leadership structure.
- Conducted research on emerging trends within industry and capitalized on finds to develop new products, services and strategies.
- Evaluated product development strategies and prepared alternative approaches to exceed goals.
- Mitigated financial discrepancies by managing budget and payroll operations.
- Established performance goals for department and provided methods for reaching milestones.
- Increased company growth through collaboration with sales and marketing departments.
- Drove short-term and advanced promotional planning processes.
- Attended trade shows and client meetings, promoting company brand and building rapport with prospects and partners.
- Diminished regulatory risks by overseeing adherence to insurance and safety regulations across projects.
- Created and made appropriate documentation for annual budgets and senior leadership goals.
- Initiated on-time, under-budget project management to optimize performance.
- Implemented behavioral-based performance management system to define expectations, standards and key performance areas.
- Achieved regulatory compliance with no adverse audit findings for facilities, documentation compliance or safety.
- Tracked results of various promotional campaigns by gathering feedback from customers and recommended areas of improvement.
- Developed working relationships with internal and external customers while assisting with account management duties.
- Monitored phone, fax and electronic database systems for incoming customer inquiries.
- Escalated critical customer issues to supervisor immediately to avoid lost revenue and canceled policies.
- Marketed additional products and services complementing customers' current offerings and adding value.
- Delivered engaging sales presentations to new clients, explaining technical information in simplified language to promote features and increase client base.
- Developed strategic relationships with key suppliers and clients to foster profitable business initiatives.
- Updated and maintained membership database on consistent basis.

- Negotiated new annual contracts and service agreements with vendors to achieve prime pricing.
- Monitored sales forecasts and projected financial planning for organization to achieve revenue goals.
- Exercised appropriate cost control to meet budget restrictions and maximize profitability.

SENIOR IT RECRUITER

10/2010 to 04/2012

Object Technologies Solutions Pvt Ltd | Hyderabad, Telangana

- Onboarded new hires and set up training.
- Interviewed candidates using different interview methods and approaches.
- Wrote and posted technical job descriptions
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Coordinated implementation of people-related services, policies and programs through departmental staff.
- Completed human resource operational requirements by scheduling and assigning employees.
- Worked alongside global business leader to deploy new training strategies.

SENIOR RECRUITER

03/2009 to 10/2010

I-Vista SysSoft Hyderabad | Hyderabad, Telangana

- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Verified applicant references and employment details.
- Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.
- Facilitated new employee orientations to foster positive team attitude.
- Operated and maintained applicant tracking and candidate management systems.
- Coordinated implementation of people-related services, policies and programs through departmental staff.
- Completed human resource operational requirements by scheduling and assigning employees.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

HR-RECRUITER

11/2007 to 03/2009

Innovative Human Capital Solutions Pvt Ltd | Hyderabad, Telangana

- It is a Software Services and Technology services firm currently providing

end-to-end IT and Non-IT services and business solutions to clients in India

- Constant innovation and quality consciousness has allowed its highly professional workforce to design and develop time-to-market software applications and systems in varied domain area systems
- Training Programs Attended
- Networking & Head hunting Session
- Understanding Compensation structure
- Candidate Validation
- Ewards and Recognition
- Awarded with 'Pat on the back' for best outstanding performance for the month of August 2009.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.

EDUCATION

MBA | Human Resources & Marketing

06/2007

Kakatiya University

Bachelor of Science | Electronics and Computer Science

06/2005

Kakatiya University

ACCOMPLISHMENTS

- Achieved Best Employee Award in 2017 by completing all task with accuracy and efficiency.