

**MOHAMMED SHAFIVULLA**

**(Talent Acquisition-Expert)**

**mdsafi55@gmail.com**

**8074334419**

**14 + Years PROFESSIONAL EXPERIENCE**

**Recruitment Expert in Marine Construction Projects, Metro & Projects, Hydel Tunnel Projects, High Speed Rail Projects, Road projects, Responsible for entire end to end recruitment life-cycle India & overseas projects like determining recruitment needs, job posting, sorting, sourcing, screening, initial phone screening, interviewing, reference check, salary negotiation, offer process, post offer process**

**Rithwik Projects Pvt Ltd –Hyderabad Head Office Manager- Talent Acquisition 23-11-2024 to till Date**

- sourcing, interviewing, assessing, and hiring qualified candidates.
- Stakeholder Management: Collaborate closely with business leaders and hiring managers to understand the talent requirements, role specifications, and team dynamics.
- Sourcing Strategy: Develop innovative sourcing strategies and tools to attract top talent, including using platforms like LinkedIn, job boards, and recruitment agencies.
- Talent Pipeline: Build and maintain a strong pipeline of potential leadership candidates through continuous sourcing and networking.
- Networking & Outreach: Build and maintain strong professional networks and relationships with key industry players to stay ahead in talent acquisition.
- Candidate Assessment: Conduct interviews and assessments to evaluate candidates based on their experience, leadership capabilities, and cultural fit.
- Offer Management: Manage the offer process, including negotiating terms with candidates and ensuring smooth onboarding.
- Data Reporting: Track and report recruitment metrics and provide updates to senior management on hiring progress.
- Employer Branding: Work on strengthening the employer brand to attract high-quality candidates.
- Leadership Recruitment: Manage the end-to-end recruitment process for leadership roles, including

**Mohan Mutha Group MM Infra –Chennai Head Office**

**Manager- Talent Acquisition 30-05-2022 to 11-2024**

**(Handled Projects – Marin Constructions Projects in Maldives)**

- Develop and implement comprehensive recruitment strategies to attract top talent across various positions and levels.
- Partner with department heads to understand their staffing needs and create tailored recruitment plans.
- Identify and utilize a variety of sourcing channels,
- Build and maintain a talent pipeline for current and future hiring needs.
- Oversee the end-to-end recruitment process, from job posting to offer acceptance.
- Should be able to take technical round on interview.
- Ensure a positive candidate experience throughout the hiring process.
- Prepare and present regular reports on hiring progress, challenges, and opportunities to senior management.
- Use data-driven insights to continuously improve the recruitment process.
- Maintain accurate records of candidate interactions and hiring decisions.

### **L&T Construction Heavy Civil IC- Chennai Head Office**

#### **Assistant Manager -HR Nov 2020 to March 2022**

- End to End Recruitment activities for one Business unit. Handling Entire life cycle of recruitment. Sourcing CV's by Cold calling, Referrals and Networking
- Familiarity with Job portals- Naukri & Monster. Social media- LinkedIn & Facebook
- Planning and coordination of walk in drives across geographical location.
- Travel across various parts of the country for walk in drives continuously for mass hiring.
- Talent Acquisition Sourcing, Screening, Expert mass hiring process
- Interviews Coordinating with panel members in MS teams
- CTC negations
- Preparing Top Sheet
- Taking approval from Top Level Management
- Projects like Metros, Hydel & Tunnel, Special bridges, Nuclear & Defense
- End to End Recruitment Process
- BGV Process

### **SANDHYA AQUA EXPORTS PVT LTD.**

#### **Assistant Manager-HR, 04/2019 – Nov-2020**

#### **Responsibilities as Factory HR**

- Work with Sr. Mgt. to identify the Recruitment of every department & find the best fit candidate for all open positions.
- All Audits faced like BAP, BSCI, Walmart, etc,
- Recruitment of staff at the executive & managerial positions.
- Recruitment of Factory technical / Non-technical workers for the production Unit-1 & Unit-2 Productions locations.
- Smooth new hire on boarding process
- Preparing letters for related to Factory employees and worker
- Conducting background verification
- New joiners on boarding / Induction/Manpower planning
- All registers and all policies all committee meetings all Audits as per Factory Act
- Salary pay roll for all workers Employees and Expats
- Performance Process for all Employees & Workers

### **TILAL Muscat Oman**

#### **HR Executive JUNE 2018 – AUG 2018**

- Talent Management as per Omani Labour law
- Talent development as per Omani Labour law
- Talent acquisition as per Omani Labour law

## **L&T Construction HCIC HMRP HYDERABAD (T&M Roll)**

**HR Assistant Manager, Jan 2012 – June 2018,**

### **Responsibilities**

#### **Recruitment**

- End to End Recruitment activities for one Business unit. Handling Entire life cycle of recruitment. Sourcing CV's by Cold calling, Referrals and Networking
- Compensation and benefits for Middle and Senior Management levels (ESOP's, ECAL's & Retention Pays)
- Familiarity with Job portals- Naukri& Monster. Social media- LinkedIn & Facebook
- Planning and coordination of walk in drives across geographical location.
- Travel across various parts of the country for walk in drives continuously for mass hiring.

#### **Talent Management**

- Talent engagement activities
- Employee benefits administration – Car schemes, ESOP, ECAL, LTA and housing etc.
- Supporting employee appraisal process.
- Handling transfers and relocation of employees. Implement policies and change in SOPs.
- Actively interacting with line managers on employee related issues and grievances. Employee retention though enabling channels to address issues.
- HR intervention in issues related to employees.

#### **Training & Development**

- Induction and orientation programs for new joiners including organizational announcement and handholding to departments.
- Training program organizing -Obtaining nomination, coordinating program and collecting feedback from participants
- Coordinating with external and internal training faculties for the programs

## **SOMA ENTERPRISE LTD, Gujarat**

**HR Executive, May 2010– Dec 2011**

### **Key Responsibilities**

- Sourcing, Screening and Processing of Candidature for lower and middle management levels for interviews. Administrating case study test, organizing interview panels and Coordinating the whole interview.
- Proficiency on Naukri, Monster and LinkedIn Platforms for job search and Job postings.
- Profound Knowledge on Job Street as the backend recruitment solution for end to end recruitment activities.
- Recruitment vendor's Management - Establishing, Monitoring and Payment functions
- Joining Formalities, Payroll Inputs, Induction, and Background verification
- Good exposure on Campus and Walk-in Interviews.

**RATNA Construction Pvt Ltd Vuyyuru**

**HR Assistant, June -2007– March -2008**

**EDUCATION**

- NavodayavidyalayamSSC- 50 %
- AG & S.G.S Inter -50 %
- Bachelor of Commerce in (B.COM) -2007 • Acharya Nagarjuna University Guntur 60%.
- Master in Business Administration (HR)-2010 • AU University Tamil Nādu 60%.

**Technical Qualifications**

- Basics of computers, Windows97-2000, XP, Vista, 10
- MS-Office (Word, Access, Power Point, Excel, Outlook)
- Internet Surfing SSC (Shared Service Center)
- EIP (Employee Information Portal)
- HRMS PERSONAL DETAILS DOB – 05/05/1986

**MARRITAL STATUS** – Married with 3 Kids.

**LANGUAGES**- ENGLISH, TELUGU, URDU, &, HINDI., TAMIL,

**NATIONALITY** – INDIAN

**Passport number:** U3288460

**Valid Up to** : 26-08-2030

**References**

\*Shall be provided on request.