

# Naseem Ameer

email: naseem.ameer308@gmail.com | Cell: +91 7353558269

## PROFILE SUMMARY

Experienced HR Recruiter with over seven years of expertise in managing the full recruitment cycle across various industries. Adept at developing talent acquisition strategies that enhance candidate quality while optimizing time-to-fill and cost-per-hire. Proficient in using Applicant Tracking Systems and other recruitment platforms. Strong communicator with a proven ability to build relationships and provide a seamless candidate experience in fast-paced environments. Committed to promoting employer branding and supporting diversity and inclusion initiatives.

## KEY SKILLS

~IT Recruitment	~Communication	~Payroll Management
~Market Intelligence	~Applicant Tracking System	~Employer Branding
~Data Analysis and Reporting	~Stakeholder Management	~Employee Relations
~Training and Development	~LinkedIn, Naukri, Direct sourcing tools	~HR Operations

## EXPERIENCE

### Associate Consultant

EY, Bangalore, India

Bangalore

03/2023 – 08/2023

- Led the full cycle recruitment process involving drafting job descriptions, screening resumes, conducting candidate assessment, and scheduling and Coordinating interviews.
- Managed recruitment for IT positions, utilizing LinkedIn Recruiter and other direct sourcing tools.
- Liaised with and guided hiring managers on candidate selection throughout the recruitment process.
- Facilitated employee onboarding, ensuring a seamless and positive candidate experience.
- Efficiently managed candidate pipeline and maintained accurate ATS records to streamline recruitment and enhance candidate experience through timely communication and engagement.

### HR Consultant

Visionet Systems Pvt Ltd, Bangalore, India

Bangalore

08/2021 – 02/2023

- Led a team of 5 recruiters to effectively execute talent acquisition strategies and meet company's hiring goals, reducing time to hire by 25 %.
- Built strong relationships with candidates and internal teams, fostering a collaborative work environment.
- Led a team to develop an employer branding strategy, increasing the organization's visibility at career fairs and on social media platforms by 30%.
- Proficient in maintaining the candidate pipeline and releasing offer letter through ATS tool and streamlining the offer process reducing the offer issuance time by 50%
- Supervised payroll operations for a workforce of 1000+ employees, ensuring accurate and compliant processing.
- Coordinated training and development programs to enhance employee morale and knowledge.
- Prepared HR reports by collecting, analysing, and summarizing data and trends

**Analyst****Deloitte**, Bangalore, India**Bangalore****06/2015 – 03/2021**

- Conducted end to end recruitment process including sourcing, screening, interviewing and onboarding and Salary negotiation of candidates for over 500 positions.
  - Directed recruitment initiatives for global projects, focusing on high-volume hiring and specialized tech skills.
  - Negotiated compensation packages, ensuring alignment with company goals and internal equity.
  - Managed various types of hiring processes including Campus hiring, experience, lateral and contract role.
  - Collaborated closely with internal stakeholders to assess HR policies, procedures and documentation, ensuring alignment with legal requirements and industry best practices
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**EDUCATION****Post Graduate in Human Resource Management****2023 - 2024**

St Clair College, Windsor, Canada

**Bachelor of commerce (Accounting).****2012- 2015**

The Oxford College of Business Management, Bangalore, India