Aisha Nurbasha

Mobile No: 9704331288

Email Id: [Sk786ayesha@gmail.com](mailto:Sk786ayesha@gmail.com)

**Career Objective:**

To pursue a challenging career and be a part of progressive organization and gives scope to enhance my Knowledge, skills and to reach the pinnacle in the computing with sheer determination, dedication and hard work.

**Professional Summary**

* A Dynamic, result oriented professional with 1.9 years of experience with proven successful track record in Recruitment.
* Highly acknowledged market driven professional experienced in different work environments.
* Gained good exposure in **sourcing, screening** and **short listing** resumes based on specific criteria, skills, platforms, qualifications and relevant experience.
* Excellent experience &exposure in **IT and Non-IT recruitment** activities, coordinating with the end clients, technical panels to arrange technical discussions with the candidates.
* Expertise in handling multiple skill sets.

**Screening:**

* Screen the candidates to check their technical credentials, project experience, communication skills, CTC, notice period, academic credentials & related details.

**Reports:**

* Maintain tracker sheets; client wise, requirement wise, for candidates sourced through portals & network building.

**Technologies worked on**

**Sun Technologies:**  Java, spring, Hibernate, Web services, Angular JS, Node Js and Web services.

**Database Technologies:** SQL, My SQL, PL SQL and Oracle.

**Web Developer:** Angular JS, HTML, CSS3, Node JS, JavaScript, Ajax, Jquery and Bootstrap.

**Microsoft Technologies:** Asp.net, Vb.net, C#.Net, MVC, WCF, WPF and Microsoft SQL Server.

**Mobility:** Android and IOS.

**Testing:**  Manual testing, Automation test and Automation testing tools.

**Professional Experience:**

**Modern Agile Technologies LLP, Hyderabad Oct-2019 to Till Date**

**Designation:** Executive Recruiter

**Roles & Responsible:**

* Handling End to End complete Recruitment
* Experience in entire Recruitment life cycle from sourcing, screening, selection, salary negotiation managing both aspects of recruitment
* Receiving the job specifications from various clients & understanding the requirements based on their expectation.
* Identification of potential candidates and short listing them through various mediums like jobsites (Naukri, Monster) and social networking sites like LinkedIn.
* Interacting with candidates to evaluate their communications skills, their suitability and fitment for applied position.
* Submitting the short listing candidates to the client on corresponding requirement.
* Screening the profile & calling the concerned person & explaining the job profile.
* Mail the complete JD along with the Company profile to the candidates.
* Follow-up with the Lead’s regularly for short listing, feedback, Scheduling Interviews through Mail, Telephone and fixing an appointment with the HR for the interview.
* Then keeping a follow-up of the selected candidates till their joining.
* Coordinating between the candidate and the client till joining of the candidate in the company.
* Learned and implemented various sourcing techniques in my career span so far and still trying to innovate new ways including building the 'market intelligence', source mapping for each technical skill/product based on the criticality and availability in the market.
* Good listening, Convincing and influencing skills with ability to balance business needs with employee advocacy.

**MIS:**

* Established track record of consistently generating revenues for the organization.
* Developing various reports for management which makes it easy to make decision regarding the current resources.
* Maintain daily sourcing tracker and updating the trackers on a daily basis with the feedback.

**Clients Worked On:** Ns+ Technologies, UST Global, Mphasis, Helical IT Solutions**,** Wns Global,

Wonder Biz Technologies, Quest Global McCann World Group.

**TaRaRe Consulting Services Private Limited November 2018 –August 2019**

**Designation: Sr.Staffing Specialist**

**Roles & Responsibilities:**

* Responsible for sourcing talented candidates according to the job description through internal databases, group referrals, Job portals like Naukri, Quiker, Monster, Indeed. etc
* Good Exposure on Volume Hiring, planning Recruitment walk-in drives for various technologies
* Screening the profiles, Short Listing Candidates , coordinating interviews
* Short listing the candidates as per the requirements of various parameters like education, experience, technical skills, compensation etc
* Maintaining a database on various skills sets and post jobs on job boards and prepare charts and candidate lists for recruiters.
* Maintain weekly status lists of all activities i.e., candidate interviewed, Screened and hired in shared folder through excel sheet
* Meeting Self-targets in time and ensuring smooth recruitment process
* Following up with candidates until they join
* Worked for Apollo client

**Educational Qualification:**

* **M.Tech** from NRI Institute of Technology**,** 2017, Guntur.
* **B.Tech** from Chebrolu Engineering College**,** 2014, Guntur

**Personal Details**

**Father Name:** Akbar Basha

**DOB:** 05-11-1992

**Languages Known**: English, Hindi, and Telugu & Kannada

**Deceleration**

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

**Place**: **Aisha Nurbasha**

**Date:**