**Self driven, motivated, prepared to drive changes even in most difficult of situations!**

# Asma Siddiqui

Asmasaleem\_12@hotmail.com

🕻 0333- 260 9617

**Objective**

Seeking a challenging and exciting role in dynamic and stimulating organizations that offers opportunities for advancement using my skills. My diversified experience in Software Engineering, Recruitment, HR, and Management & Customer Services in ICT industry will add value and will help in accelerating achievement of business goals.

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| **KEY SKILLS & STREGTHS** |
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| * **COMMUNICATION SKILLS**: Effective written and verbal communication skills with ability to clearly understand and communicate to technical and non-technical stakeholders appropriately. |
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| * **ORGANIZING & PLANNING SKILLS**: Excellent organizer and planner with ability to distinguish organize and plan based on the importance and urgency of tasks. |
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| * **RELATIONSHIP BUILDING**: Excellent interpersonal and relationship building skills with ability to build strong and healthy relationship with stakeholders (internal & external). |
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| * **PROBLEM SOLVING & CONFLICT MANAGEMENT**: As a believer of win-win situation I always emphasize on resolving conflicts and problems at the lowest level and come up with multiple solutions. |
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| * **COMPUTER SKILLS & TOOLS**: Experienced user of MS Office, |
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| * **ADHERENCE TO POLICIES & PROCEDURES**: Actively supporting, at all times, company policies & procedures and also best practices in the areas of Safety, Health, Environment and protection of sensitive internal & external information.   **AREA OF EXPERTISE** |

**Sourcing** - Develop the sourcing plan to meet the unit/ regional targets within the overall budgets. Identify most effective sourcing channels, monitor effectiveness of the channels and optimize cost per hire. Develop and maintain a network of potential candidates and industry contacts; build a healthy pipeline of qualified candidates with relevant skills.

**Assessment** - Anchor the selection process and ensure consistency and quality in the selection process. Ensure compliance to the regulatory requirements, and to the process guidelines.

**Candidate Management & On boarding** - Position the role appropriately to the candidate. Keep the candidate engaged at all stages of the recruitment process and give them a great candidate experience. Drive the offer negotiation and manage the on boarding process.

**Research & Analytics -** Partner with the planning & research team to analyze hiring trends. Recommend best in class practices for talent acquisition and generate insights into competitor/market landscape.

**Vendor Management** - Partner with vendors to leverage their expertise. Enable the vendors and monitor their performance.

**PROFESSIONAL EXPERIENCE**

**IT Technical Recruiter Softsource Inc May 2015-Present Lahore, Pakistan**

* Involved in Full Life Cycle of Recruitment. Sourcing, screening, identifying, interviewing and place IT Professional with our clients, searching for dynamic, independent, self-motivated professional to be part of our growth initiative.
  + Made initial contacts, scheduled and conducted full cycle interview submitted for the matching position. Filtered through and reviewed completed candidate profile/resume and evaluated applicants work history, education and training, job skills, desired salary/hourly rate, and personal qualifications against open requirements.
  + Make sure the resumes appropriately identifies and detail your experience with the required skills and software.
  + Sourcing and screening the candidates via Internet search **(Monster, DICE,Career Builder,indeed and etc**), candidate referrals, internal resume bank, personal networking and through 3rd Party Vendors.

•Working experience with W2, 1099 and C2C (US Citizens, Green Card, TN, EAD, OPT, CPT and H1-B).

* Worked on Contract, Contract to Hire and full time positions.
* Post the job position on different job boards like indeed,linkedin etc.
* Identifying the target candidates through various job sourcing techniques.
* Maintaining or organizing job description for local recruitment.

**Recruiter Kaya Systems Pvt Ltd Jan-2015 to Apr-2015 Lahore, Pakistan**

* In Kaya Systems I'm responsible for RPO (Recruitment Process Outsourcing) for US based clients.
* My responsibility is to provide the right talent at the right time conforming to the needs of the clients.
* I have expertise in providing top notch RPO services.
* The employers provide the job descriptions to search for the candidates. These descriptions contain the criteria such as the job location, job title or designation, field of expertise, years of experience, qualification etc. The job description provides the keywords which are rightly chosen to screen and shortlist search for the right candidates.
* Conduct research on different topics to support client needs. Works closely with job candidates, external recruiters and agencies, headhunters and other human resource professionals in support of a business’s hiring needs

**Software Engineer Amigo Software Nov-2008 to March-2010 Lahore, Pakistan**

I was responsible for Software developing, Designing and Execution of applications and also building, maintaining and supporting a number of new legacy applications for a client who is looking to undergo a major overhaul of their technology systems.

Skyline-Plaza-Berkeley Homes

<http://www.skyline-plaza.co.uk>

* Using abode spry for java script functionality
* Embedding virtual Maps and Image Gallery.
* Embedding the Google Map API.
* ICM Management

Holboroughlakes-Berkeley Homes

<http://www.holboroughlakes.co.uk>

* Embedding virtual Maps and Image Gallery.
* Embedding the Google Map API.
* ICM Management

**RESEARCH EXPERIENCE**

**Research Volunteer - MUET, Jamshoro Jan-2013 to October-2013 Pakistan**

I have completed my research on the topic of **"Triple Helix Model”.** This model particularly based of three liaisons among academia, industries, and government that share their resources in an effective and efficient way to compete globally, for enhancing technological advancement, and for the economic development.

Research competencies:

* Having strong IT skills, along with proven administrative and organizational abilities.
* Can build effective working relationships with stakeholders
* Performing telephone and face to face research to agreed standards and specific briefs.
* Keeping supervisor and associate researchers updated with progress of highlighting problems to them.
* Knowledge of qualitative and quantitative database management systems.
* Ability to identify and thoroughly investigate key issues.
* Extensive knowledge of MS Excel and various other statistical software
* High level of numeracy and accuracy in data inputting.

**TRAININGS & QUALIFICATIONS**

* MS (**Human Resources Management**) from Mehran University of Engineering & Technology, Jamshoro, 2013
* BS **Software Engineering**, University of Sindh, Jamshoro, 2008

**REFERENCE**

Reference will be available upon request