

FIZA ZAFAR SHAIKH
Hanuman soc Rahul Nagar Nigdi
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04/01/2001

OBJECTIVE

To leverage my strong interpersonal and organizational skills in a human resources role where I can contribute to effective recruitment, employee development, and talent management strategies to drive organizational success.

EXPERIENCE

- Bajaj Auto Credit Limited** 20 Sept 2022 - Till date
Currently working in Bajaj Auto Credit Limited as a Human Resource Executive
Key responsibilities
 - Conducting recruitment drives to successfully close positions by identifying and engaging effective candidates.
 - Skilled in talent acquisition, specializing in sourcing and screening profiles through various job portals to identify top-tier candidates and streamline the hiring.
 - Experienced in conducting interviews and facilitating salary negotiations to secure top talent while ensuring alignment with organizational budget and compensation standards.
 - Managed End to end recruitment process.
 - Developed and managed manpower budgeting strategies, optimizing resource allocation and reducing staffing costs by while meeting organizational needs.
 - Led PAN India recruitment for Executive and Assistant Manager levels.
 - Successfully led a recruitment team of 4 members, enhancing hiring efficiency and improving candidate quality through strategic sourcing and onboarding initiatives.
 - Managing and maintaining accurate recruitment data and records, ensuring compliance and enhancing reporting efficiency for talent acquisition efforts.
 - Managing the payment process for vendor/partner invoices, ensuring timely and accurate payments.

EDUCATION

- ABHIMAN ENGLISH MEDIUM SCHOOL** 2016
SSC
67.80%
- ABHIMAN JR COLLEGE OF SCIENCE ARTS AND COMMERCE** 2018
HSC
76.62%
- ARVIND B TELANG COLLEGE ARTS SCIENCE AND COMMERCE** 2021
B.com
74.03%
- ASM IPS** 2024
MBA
7.9

SKILLS

- Talent Management
- Prioritizing tasks and handling multiple HR functions concurrently.
- Experienced working on different HR software such as Naukri, LinkedIn, Monster, Zing HR, Success Factor, SAP, Leena AI

LANGUAGE

- English
- Hindi
- Marathi