

Arbaj Shafik Shaikh

Recruiter

Professional Summary

Skills

Personal Details

A/p Warje, 411058, Pune, Maharashtra

Mob. No. [9370202581](tel:9370202581)

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Recent MBA graduate with experience in HR management, office operations, and talent acquisition. Strong communication, organizational, and interpersonal skills. Proficient in MS Office, Word, Outlook, Excel and experienced in supporting recruitment processes. Passionate about developing HR skills and contributing to effective talent acquisition strategies.

- ☐ **Talent Acquisition:** Candidate sourcing, resume screening, interview coordination, onboarding.
- ☐ **Office Management:** Managing office operations, scheduling, communication.
- ☐ **Administrative Support:** Preparing reports, managing correspondence, maintaining ATS.
- ☐ **Employer Branding:** Creating content for social media and career pages.
- ☐ **Technical Proficiency:** MS Office (Word, Excel, PowerPoint), basic computer knowledge.
- ☐ **Communication:** Excellent written and verbal communication skills.
- ☐ **Time Management:** Strong ability to multitask and prioritize work.
- ☐ **Attention to Detail:** Keen eye for detail and problem-solving skills.
- ☐ **Languages:** English (Advanced Written, Conversational Spoken), Hindi (Advanced Written & Spoken), Marathi (Native)

Experience

VibrantMinds Technologies Pvt Ltd/ Assistant Manager (Recruitment)

July 2024 - PRESENT, Pune

- Assisting IT Recruiters in the recruitment process. Helping freshers (IT profiles) get placed in reputed IT companies across India
- Coordinating and maintaining strong relationships with HR managers, Founders, Co-founders, Directors, CEOs, VPs, and hiring teams of IT companies.
- Managing online and offline recruitment processes and assisting recruiters and HRs simultaneously.
- Supporting recruiters at every step from pre-assessments to onboarding.

Solution Graph/ Recruiter Intern

22nd July 2023 - 30th April 2024, Remote

- Assisted with HR activities, including recruitment and performance management.
- Maintained employee records and handled administrative tasks

Thapasu Foods LLC/ Office Management and Administrative Intern

May 2023 - June 2023, Remote

- Oversaw HR functions including recruitment, employee relations, and office management.
- Coordinated administrative tasks and managed daily operations.
- Managed finance department as a finance intern.

IIT Delhi/Campus Ambassador Intern

February 2022 – April 2022 and February 2023 – March 2023, Remote

- Promoted campus events and initiatives, increasing student engagement.
- Managed communications between the institution and the student community.
- Acted as a liaison between IIT Delhi and students, providing information on events and initiatives.
- Coordinated and organized online and offline campaigns to increase participation in campus activities.

Education

MBA (Master of Business Administration)

2021 - 2023, Distance Learning

YCMOU, Nashik

BSc. (Agri. Hons.)

2017 - 2021, Pune

D.Y. Patil Technical Campus, Ambi

Certificates

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- Agriculture Biotechnology and Feeding the Future by Western University of Australia.
 - Resume Preparation by Great Learning.
 - Basic Computer Skills Course from VIIT, Kota.
 - AI Tool Workshop by be10x.
 - Human Resources Management Course by Great Learning.