SAFA ARSHIYA

Contact

- @ safaarshiya58@gmail.com
- **** 9591469958
- Tungabhadra Colony #10 KUD r oad Srinagar, Dharwad.

Skills

Listening skills, Adaptability, 100% Relationship Building, Attention to detail, Communication skills

Language

English, Hindi, Kannada

Activities

.Conducted campus drive in Jain College, Hubli .Took more than 150 interviews

OBJECTIVE

Looking forward to associate myself with an organization where there is scope for contributing and upgrading my knowledge for the development of self and organization served.

EXPERIENCE

BLH Hitech Pvt Ltd

17-12-2019 -

HR Recruiter

2017

Responsible for end to end recruitment cycle of the business unit, ensuring conduct strategic planning, attraction, sourcing and selection.

Till date

Handle recruitment activities from gathering the requisition, sourcing, screening, interviews, offers, follow up till the candidate joins.

Work with hiring managers to understand immediate and future requirements.

Sourcing the candidates from job portals.

Scheduling interview for the candidates for multiple companies.

Identifying of the best sourcing methodologies according to the position job portal, candidate reference, Database, Networking, LinkedIn, Head hunting etc.

Knowledge about Joining formality and Exit formality.

Basic knowledge about Payroll, ESI and PF.

EDUCATION

AIISM 2019

BBA

PROJECTS



Project co-ordinator:

Worked as a coordinator of an exam conducted by Accenture company, online Assessment for students/candidates which was held in SDM Engineering College, Dharwad.

Customer Satisfaction:

I conducted survey on 100+ people about their experience in Green Heaven Resort.