

SYED NARJIS FATMA

HR Operational & Recruitment

✉ narjisfat989@gmail.com ☎ 7738907496 📍 Navi Mumbai India 🌐 Single 👤 Female

Utilize my knowledge and experience with the intention of securing a professional career with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

Profile

Experience as a Human Resources assistant with 4 years of experience supervising all aspects of daily Recruiting ,Operations ,Hiring ,Onboarding & Record Management

Professional Experience

L'focus Consulting Services,

10/2021 – present

HR Operational & Recruitment

Experience in working Portal like **Monster, Indeed, Naukri, Work India and LinkedIn** to post Job requirements as per the company's needs to get a good flow of Inbound calls & Emails

Experience Taking Onboarding Calls to make the OPT Candidate understand the process and learn about their skills

Helps new employees navigate the company's policies procedures and benefits increasing the retention rate

Manage all documentation from onboarding till the executive working in the organization

SnapRx India PVT LTD, HR Operational Executive

09/2019 – 09/2021

Overhaul the HR Department hiring process to include bringing on team members with the corporate industry and functional knowledge

Manage the hiring, onboarding, and training of New Employee

Update Employee Handbooks & Review Documents

Hiring, Onboarding, and Training of new employees online job Posting on different job portals as per companies' requirements

Jafari English High School, Pre School Teacher

08/2016 – 05/2019

Manage & Evaluates student academic & Social Growth, keeps appropriate records and prepares progress reports

Oversee children in order to make sure they are cooperate with other teachers. and administration staff

Encourage children to interact with each other and resolve occasional arguments

Monitor children interaction and nature cooperation and sharing

Education

BSC (Information Technology),

Mumbai, India

Shree Narayan Guru College

HSC, Dr. Baba Saheb Ambedkar College

Mumbai, India

Organizations

Medical Seminar, SnapRx India PVT LTD

Mumbai, India

Attended a Medical Seminar for the representation of the SnapRx Product to the doctor &

Represented the Company as a voice of SnapRx prescription pad

Introduced the product in front of the top cardio and general surgeons to reduce their day-to-day paperwork

By using the software and sharing the prescription online without touch

Handled the seminar with the team members and stood for the company

Skills

Job Posting

Recruitment

HR Management

Record Maintenance

Technical Support

Data Extraction

Synchronization

Declaration

I am giving the assurance that every piece of information written in it is right & I fully acknowledge them.

Syed Narjis Fatma

Mumbai