

Shaik Gowsiya

Talent Acquisition Specialist

A passionate Human Resource Professional with 2 years, 11 months of experience in the Human Resource Management space with focus on Talent Acquisition. Expertise in the areas of Sourcing, screening, Head Hunting, Interviewing, coordinating and Campus Recruitment.

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📍 Hyderabad

WORK EXPERIENCE

Talent Acquisition Generalist Charabn Web Technologies

11/2017 - 01/2019,

Hyderabad, India

Duties and Responsibilities

- Responsible for in-house recruiting as well as handling HR generalist responsibilities.
- recruit for internal hiring for IT positions.
- Sourcing of candidates through various job portals and screening the resumes for appropriateness of skills, experience and knowledge.
- Handle on-boarding, induction training, basic training, an employee counseling among other matters. Conducting initial rounds of interview to check suitability of candidates for required positions.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Coordinate and supervise the work of specialists and support staff. Oversee an organizations recruitment, interview, selection, and hiring processes. Handle staffing issues, such as mediating disputes and directing disciplinary procedures. Taking exit interviews.

HR&INSTRUCTOR

ONGC-Bharatiya Vidya Bhavan's Gandhi Institute of Computer Education & Information Technology, Amalapuram.

08/2015 - 02/2017,

Amalapuram, India

Duties and Responsibilities

- Involved in complete HR Practices and recruitment Life Cycle.
- Screening candidate as per the client requirement and submitting.
- Maintaining Employee personal files, Maintenance of attendance, Leave records. Maintenance of records of salaries, statutory compliances like ESI, PF and appraisals. Maintenance of Entry and Exit formalities.
- Planned and provided training on MS-Office (2010, 2007) to meet the individual needs, interests, and abilities.
- Created a classroom environment that is conducive for learning. Handled training with basic computer, keyboard, and Internet etc.
- Developed training materials and presentations. Assigned projects for the students to deal with real-world constraints

SKILLS

Social recruiting

end to end recruitment

Talent acquisition

Payroll Preparation

Multitasking

Presentation and Public Speaking

Event planning & coordination

Microsoft Office

Documentation

ACHIEVEMENTS

Former NSS Member

Member of IETE

Participate in NGO's

EDUCATION

B.Tech(ECE)

- JNTUK University

Intermediate

- Sri Chaitanya Jr. College - Amalapuram

High School

- MGM High School - Amalapuram

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Telugu

Full Professional Proficiency

HOBBIES

Cooking

Watching TV

Travelling