

AZRAA FATHIMA

TALENT ACQUISITION SPECIALIST

📍 Sembakkam, Chennai 600073 **DOB:** 20-Apr-1990
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SUMMARY

Experienced Talent Acquisition Specialist with a demonstrated history of working in the Video and Telecom industry. Skilled in Global recruitment, Campus recruitment, Technical recruitment, Sourcing, Contract Recruitment. Strong human resources professional with a Master's degree focused in Human Resource from St. Joseph's College Of Engineering with university ranking.

WORK EXPERIENCE

VELOCIX SOLUTIONS INDIA LLP (SPIN-OFF FROM NOKIA)

Talent Acquisition Specialist | Chennai | Jun 2017 - Mar 2023

- Handling recruitment activities for Velocix globally.
- Taking ownership of all inbound job applications for all roles.
- Screening candidates for talented professionals in Content Delivery networks for across the organisation in various locations Chennai, US, UK and Portugal.
- Being the first point of contact for agencies and external partners.
- Publishing jobs on Company website, Jobboards like LinkedIn, Jobteaser.com (Portugal), Naukri, Hrist, Monster,
- Keeping an applicant tracking up-to date.
- Presenting the hiring activities to the Leadership team.
- Employee Engagement-Coffee Meeting, Fun-activities, Games/Sports, High-Tea.

NOKIA (ALCATEL-LUCENT)

HR Executive | Chennai | Apr 2015 - Apr 2017

- Managing the Full Cycle recruitment process for Nokia from sourcing, screening, scheduling, selection, negotiation, various approvals, offers to post offer follow ups for Wire line & Wireless product groups at various levels & grades.
- Responsible to understand and analyze the requirements in different skill set categories. Managing & coordinating the entire recruitment process right from the manpower requisition till final placement.
- Concentrating on effective networking methods to reach the greatest number of potential candidates through internet sourcing, screening, direct mailing, LinkedIn, industry leads & sources, key contacts, portals, etc.
- Partner with Managers and BU/PU Director to assess and provide technical phone screens for a large volume of candidates and provided evaluations and recommendations for open requisitions.
- Building pipeline for technical positions to achieve targets as required by the business units.
- Daily, Weekly and Monthly updates and reviews with Supervisors and the Management team.
- Actively endorse the Employee Referral Program, Campus and Off-Campus hiring and other low-cost hiring sources.
- Managing database for all recruitment activities.
- Adequate knowledge and hands on experience in Taleo.
- Handled initial rounds (Aptitude Test) of interview & the final round of HR interview.
- Stakeholder Management
- Vendor Management.

EDUCATION

Master's Degree In The Field Of Human Resource And Finance (With University Ranking)

St Joseph's College Of Engineering, Chennai
Jul 2012 - May 2014

Bachelor Of Engineering In Electronics And Communication Engineering.

Dhaanish Ahmed College of Engineering,
Chennai
Jul 2007 - May 2011

SKILLS

Office ,Excel, Power-Point

Technical Recruitment, Campus Hiring,
Employee-Engagement

LANGUAGES

English (C2)

Hindi (B2)

Urdu (B2)

Tamil (B2)

HOBBIES



Travelling



Table tennis



Cooking



Badminton

PERSONAL DETAILS

Gender

Female

Marital Status

Married

Nationality

Indian

CERTIFICATIONS

- Successfully completed HR Training Course i.e. Get Set...Go with Bridge HR Consulting PVT LTD

ACHIEVEMENTS

- Gold Award towards unwavering commitment to Recruitment and working long hours and weekends at Velocix.
- Appreciation from technical managers on quick closures.
- Special appreciation from Global Director for closing the challenging position in 1 weeks time.