

Shaziya Shaikh

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SUMMARY

- 1.3 years of experience as a Talent Acquisition Executive specialized in IT recruitment.
- Well versed in Resume Sourcing, Screening, Negotiating, Interview Scheduling and Following Up.
- Worked with several clients from India, UAE, Kuwait, Sri Lanka and Qatar to recruit talent.
- A keen communicator with excellent problem solving skills and good interpersonal skills.

ACADEMIC CREDENTIALS

- **B.E** from SDMIT, Ujire in 2019 with a CGPA of 7.66.

PROFESSIONAL SUMMARY

- Worked as an **Talent Acquisition Executive** at **Belhopat Global Services Pvt Ltd**, Bangalore (Apr 2022 – July 2023)

SKILLS

- Excellent Interpersonal Skills
- Good technical skills
- Effective Communication
- Leadership
- Time management
- Negotiation

TRAINING AND CERTIFICATION

- Completed a course on **Recruiting Foundations** by **Barbara Bruno** through **LinkedIn learning** certified by **SHRM®**, **LinkedIn** and **HRCI®**.
- Completed a course on **Human Resource Foundations** by **Wayne Cascio** through **LinkedIn learning** certified by **NASBA**, **SHRM®**, **LinkedIn** and **HRCI®**.

UNDERGRADUATE PROJECTS

Project Title	Door Access System With Double Authentication
Description	Using Arduino IDE and PyCharm we developed a door access system by using both Face recognition and OTP generation methods. We used python as a programming language.

Responsibilities:

- Responsible for hunting potential candidates on job portals like LinkedIn, Naukri, Bayt and Monster.
- Expertise in mass mailing, cold calling and LinkedIn connects.
- Resume screening and skill set check.
- Negotiating Salary between the client and candidate.
- Sending preparation guides and scheduling interviews.
- Hiring IT professionals for India, Sri Lanka and Middle East countries like UAE, Saudi Arabia and Qatar.
- Setting up meetings between clients and candidates over different time zones, on regular basis for effective hiring management.
- Following up with both candidates and clients until the selected candidate joins.

PERSONAL DETAILS

- **Date of Birth:** 07-Dec-1997
- **Marital status:** Single
- **Nationality:** Indian