**Nazia Taj**

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**Address:** Chamrajpet, Bangalore

**CAREER OBJECTIVE:**

To be a part of an Organization, which progresses dynamically and gives me a chance to update my knowledge and enhance my skills and be a part of the team that excels in work towards the growth of the organization, to be a platform to explore my talents and sharpen my skills and gives me satisfaction.

**SUMMARY:**

**Experience includes:**

* Responsible for Full Life Cycle of Recruitment process.
* Handling end to end recruitment activities for various levels of position.
* Sourcing right profiles through various job portals of Naukri, Monster, LinkedIn etc.
* Screening of the profiles and validating the candidates based on their proficiency in the respective skill set and communication skills.
* Conducting of preliminary HR interviews to understand more about the candidates and to validate the credential against the job specification.
* Worked on ERP SAP Requirements which includes Technical, Functional and admin positions.
* Handled mostly SAP requirements for C2H Positions for LTI, Mphasis, KPMG ,Deloitte,Sony and Utopia. Experience in handling Internal Positions.
* Calling and scheduling the interview.
* Scheduling interview for the shortlisted candidates.
* Follow up with the candidates till the joining period.
* Ensuring the joining of the candidates.
* Working with the vendors according to the requirement as and when required.
* Maintaining the track of candidates in the Excel sheet for getting feedback from the client and future reference.

**EDUCATION:**

**Bachelor of Computer Applications** from **Bangalore University, Bangalore** in 2015.

**Professional experience:**

Worked at **Evenion Technologies** as **Senior IT Recruiter** from Dec 2018 to May 2021.

Working at **CirrusLabs** as **IT Recruiter** from Mar 2022 to March 2023

**Responsibilities:**

* Handling End- to -End IT Recruitment.
* Understanding the requirement.
* Sourcing and Screening the profiles as per the requirement.
* Sourcing the Profiles through Naukri, Monster, Linkedin,Intershala(hire Interns/Freshers),Hirect App,Telegram etc.
* Screening the profiles.
* Scheduling the interview Telephonic and F2F.
* Job-posting on the portals like Naukri, Monster, Linkedin etc.
* Follow up the Candidates from Interview till on boarding.
* Preparing Daily Reports.
* Maintaining the track of candidates in the Excel sheet.
* Knowledge on usinf Slack, Ringcentral Apps for internal co –ordinations.
* Knowledge in handling Client (LTI for SAP).

**Technologies:**

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| **Microsoft Technologies**: | ASP. Net, C # ,VB.Net |
| **Languages**: | C, C++ , Java,Python |
| **Web Technologies**: | PHP, HTML, CSS, XML, Javascript, JQuery, SOAP, REST. |
| **Frameworks**: | WCF, WPF, MVC, Spring, Struts, Hibernate, Swing |
| **Database:** | Oracle, PL /SQL, My SQL, Mainframe |
| **ERP** | SAP ,Oracle Apps, Ms Dynamics |

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| **Environment:** | Windows, Linux, Unix. |

**SKILLSETS:**

* Work effectively as a team member and as an individual Contributor
* Extremely Energetic, self-motivated.
* Working knowledge of Computer, MS-Office and Internet.

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**EXTRA-CURRICULAR ACTIVITIES:**

* Participated in Product launch in College.
* Won 2nd prize in Web Designing at Al-Ameen College fest.

**PERSONAL details:**

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| **Name** | **:** | Nazia Taj |
| **Date of Birth** | **:** | 24-06-1994 |
| **Marital Status** | **:** | Unmarried |
| **Gender** | **:** | Female |
| **Languages Known** | **:** | English, Hindi, Urdu, Kannada |
| **Nationality** | **:** | Indian |

**DECLARATION:**

I do hereby declare that all the information provided above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**PLACE: Bangalore**