**CURRICULUM VITAE**

**Nabeena Begum.D**

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**Career Objective:**

Quest to work in real professional atmosphere where creative, challenging and innovative culture of work is carried out providing ample scope for widening the spectrum of my knowledge.

**Personal Profile**:

A reliable, down to earth person with good communication skills and one who enjoys a busy, demanding work environment. Hardworking, highly mobile, craving to learn new things, adaptable to situations and environment.

**Work Experience:**

**Experience**

**Company Name: Enigma Human Capital**

**Role: Talent Advisor**

**Duration: July 2023 to Till date**

**Roles and Responsibilities:**

* Handling end to end recruitments
* Worked on IT recruitment with top level organisations.
* Screening profiles from Job portals & internal database.
* Surfing Job Portals and short listing the profiles as per the requirements.
* Sourcing candidates for all level of positions.
* Updating the status of interview in the database.
* Negotiation of salary packages, joining dates etc with client as well candidates

**Company Name: Orcapod consultancy**

**Role: SR. Associate**

**Duration: January 2022 to October 2022**

**Job profile:**

**Recruitment**

* Responsible for recruiting & hiring new staff.
* Handling end to end recruitments
* Screening profiles from Job portals & internal database.
* Responsible for doing Bulk Mailing as per Job Description.
* Surfing Job Portals and short listing the profiles as per the requirements.
* Sourcing candidates for all level of positions.
* Convincing & probing candidates for the desired position.
* Handling all kinds of IT recruitment.
* Assisting team lead
* Handling client portals for uploading candidate profiles before sharing with client.

**Client Servicing**

* Complete ownership of fulfilling all the requirements within the agreed timelines.
* Conducting Preliminary interviews and assesses their skills based on work.
* Refers qualified applicants to respective Resource Managers on the Client side.
* Coordinating interviews with Operations and HR and ensuring timely feedback on candidates.
* Explain-discuss-negotiate the job offers extended to candidates.
* Experience in formulating sourcing strategies and relationship management.
* Experience with developing long-term vision and strategy, analyzing gap, and implementing the strategy to consistently meet and exceed business goals.
* Sorting out critical problem areas and delivering as per the commitments.
* Developing and managing trust and long-term relationships with the Clients.
* Consistent evaluations of service quality so as to optimize customer satisfaction levels.

**Team Management**

* Managing a team of 4 resources along with the Cross Team Members.
* Handling Resource Management & Planning, Recruitment Strategy, Team Building & Goal Setting – Monthly/Quarterly Targets, Revenue Generation, Training & Development, and Recruitment Metrics & Dashboard.

**Company Name: CHAITRASOFT Consultancy**

**Role: HR Recruiter**

**Duration: April 2017 to November 2019**

**Roles and Responsibilities:**

* Handling end to end recruitments
* Screening profiles from Job portals & internal database.
* Responsible for doing Bulk Mailing as per Job Description.
* Conducting campus drive.
* Surfing Job Portals and short listing the profiles as per the requirements.
* Sourcing candidates for all level of positions.
* Convincing & probing candidates for the desired position.
* Responsible for arranging concall between candidate and technical panel.
* Handling external recruitment for across regions.
* Conduct first level of interview (Telephonic) to check Communication Skills, Technical skills, interest level, availability, salary, etc
* Updating the status of interview in the database.
* Negotiation of salary packages, joining dates etc with client as well candidates
* Enhancing the relationship with the existing clients and collecting requirements from them regularly.
* Following up with the candidates till he/she comes on board.
* Preparing daily, weekly and monthly reports
* Maintaining a systematic and comprehensive database of all candidates.

**Senior telecalling officer May-2015 To Aug 2016**

**HDB Financial Services**

Responsibilities:

* Outbound calling - process collections for HDFC personal loan dues.
* Contact debtors by telephone regarding collection and recovery of outstanding accounts.
* Perform skip tracing to contact the debtor.
* Maintains up-to-date customer contact information in the collections systems.
* May be required to support other queues to facilitate teamwork in the department
* May be required to initiate external contact with customers and may perform advanced loss prevention activities (i.e. skip tracing, field chasing, and account settlement) or administrative work.
* Perform various Debt Collector administrative duties

**Certifications:**

* Certified **IIBF**- Indian institute of banking and finance

**Strengths:**

* Self-motivated and hardworking.
* Excellent Interpersonal Skills and Documentation skills.
* Capability to work in team & adjust to new challenges quickly.
* Open to learn.

**Educational Qualification::**

* Completed MBA (HR) from **Kommuri pratap reddy institute of technology JNTUH** 2017
* Completed graduation in B.COM COMPUTERS from **Pragathi Degree College** in 2014
* Intermediate from **Narayana junior college**  in 2011
* SSC from **Vidhya Bharathi High School** in 2008

**Academic Project details**

* **Project title : Recruitment and Selection**
* **Company : Lakshmi Hyundai Motors….**

**Topic Description :** The human resources are the most important assets of an organization. The success or failure of an organization is largely dependent on the caliber of the people working therein. Without positive and creative contributions from people, organizations cannot progress and prosper. In order to achieve the goals or the activities of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience. While doing so, they have to keep the present as well as the future requirements of the organization in mind. It deals with complete recruitment process of Lakshmi Hyundai Motors…..

**Technical Skills:**

Programming Languages : C .

Operating Systems : MS-DOS, Windows-XP.

Applications : MS-OFFICE.

**Hobbies:**

* Drawing
* Listening to Music.
* Badminton.

**Profile:**

Name : Dudekula Nabeena

Father’s name : Dudekula Himamaiah

Date of birth : 01/07/1992

Gender : Female

Religion : Muslim

Nationality : Indian

Marital status : married

Languages known : Hindi, English & Telugu

NOTE: I here by declared that the above mentioned details are true to the best of my knowledge.

Place: Hyderabad

Date: **[ Nabeena begum.D]**