**Shaheena**

**rubyali448@gmail.com**

**Contact no- 9810865360**

Aspiring for challenging assignments in **Assistant Administration Manager** or **HR Manager** with an organization of reputed~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees and employers.

**PROFILE SUMMARY:-**

* A dynamic **HR Professional**/ **Administrator** with over 8 years of experience in Recruitment, Resourcing & Development.
* Proficiency in **manpower management & recruitment process** entailing resume generation, Screening and short-listing with appropriate compensation.
* Successful at motivate candidates through clear communication and outstanding convincing skills.
* Experience in gulf recruitment.
* Manpower handling.
* Well versed with Gulf interview bulk manpower coordination.
* Experienced as Administration coordination.

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**Working with Company Name: - HR INTERNATIONAL DELHI**

**Joining**: - September 2021- Till continue

**Designation: - HR Executive in Hiring / Recruitment.**

**Worked with Company Name: - Indian Overseas Services**

**Joining**: - September 2017- July 2021

**Designation: - Admin-HR Executive in Hiring / Recruitment.**

**Responsibilities Include…**

• Help to coordinate and assist Hr manager for overseas bulk hiring

* Manage day to day operations of the HR functions and duties.

• Developed and posted online job ads, conducted phone and face-to-face or Skype interview.

• Provide clerical and administrative support to the Human Resources Manager.

• Complete and update employee records (hard and soft copies).

• Process documentation and prepare reports relating to personnel activities

(Staffing, recruitment, training, mock interview training).

• Coordinate HR projects of gulf and serve them candidates accordingly.

• Deal with employee requests regarding human resources issues, rules, and regulations.

• Communicate with public services when necessary.

• Coordinate communication with candidates and schedule interviews with employers

And help the employer to hire suitable candidates.

• Assist our recruiters to source candidates and update our database.

• Coordinate an interview for hiring and resolve the employee's queries related to salary

and other company compliances.

• Received requirement from gulf and hire candidates.

• Create pamphlets and job details and share that with all our sources.

• Complete the hiring process and maintain all the records.

**Worked with Company Name: - The Lalit Suri Hospitality Group Delhi**

**Joining / Relieving Date**: - March 2016- August 2016

**Designation**: - **Admin Executive & Office Assistance**.

**Worked with Company Name: - Eleganza Cosmetic Surgery Clinic**

**Joining / Relieving Date**: - May 2013- August 2015

**Designation**: - **Admin Executive & Office Assistance**.

**Responsibilities Included…**

• Handled all official work.

* Managed all company file and keep the records.
* Create new files for new client and arranged all the required documents.

• Take attendence and submit it to Hr department.

• Worked as assistant of manager.

* Maintained stationeries and record in registers.
* Maintain petty cash in daily basis.

• Check inquires in computer and replay to client.

• Interacting with the Client telephonically or face to face and resolve their problem as well.

• Coordinate with owner for client appointment.

**COMPUTER AWARENESS:-**

• Operate system, Internet.

* Excel, PDF, Word, and Making Pamphlets for new requirement.
* Mailing, Bulk mail, Draft Mail,

• Well Known Portal: - Shine, Monster, Times Job, Naukri.

**ACADEMIC QUALIFICATON:**

• BA Graduate from Delhi University.

• Intermediate from CBSE Board.

• High School from CBSE Board.

**CARRICULAM ACTIVITIES:**

• 2 Months Industrial Training Certificate from THE LALIT SURI HOSPITALITY DELHI.

• 6 Months Diploma in Computer Application from MMC Delhi.

• 3 Months Hands on Training (Cosmetics Dermatology, Anesthetic Surgeries) from IIT Raw Delhi

• Summer Camp 15 day’s activities Training on Self defence.

• Certificate on 2nd position in Long Jump.

• Certificate of Performance and appreciation for Puppet Show ‘Apradhi Kaun’ as a leading role.

**STRENGTHS / SKILLS:-**

• Confident & cool minded, Friendly, Enthusiastic. Result oriented.

• Hardworking, Leadership quality. Easily can communicate with new people, Management quality.

**HOBBIES & INTERESTS:-**

• I like to meet with new people and participate in new activities.

• Singing, Learn new thinks.

• Traveling.

• Cooking

**PERSONAL PROFILE:-**

**Name Shaheena**

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| Date Of Birth | 01.May.1995 |
| Father’s Name | Lat. Mr. Shamim Ahmad |
| Gender | Female |
| Status | Single |
| Email | [rubyali448@gmail.com](mailto:rubyali448@gmail.com) |
| Mobile No. | 9810865360 |
| Nationality | Indian |
| Religion | Islam |
| Languages Known | Hindi ,English |

**Declaration:**

**I hereby declare that the aforesaid information is true to the best of my knowledge and belief.**

**Place:-**

**Date: - (Name)**