**Asma Begum**

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***Objective:***

Seeking an opportunity of **TA** Lead / Manager position to further progress of my career growth.

*Professional Experience:*

**12+ years of experience in END-to-End Recruitment & Talent Acquisition, Oil & Gas, Engineering, Procurement, Construction, IT/ Software, Real Estate, MEP, Hospitality, Medical, Health Care & Education industries** into Talent Acquisition & as Core Human Resource & Delivery lead.

**Area of Expertise : Talent Acquisition, Generalist role, Induction, Orientation HR Brand Creation, HR Intelligence, PMS, Organization development & Systemization, Policy Development & Implementation**

Career Growth Experience: -

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| **Companies worked with** | *Locations of work* | **Positions Handled** | **Duration of association** |
| Travel Point Technologies | Hyderabad, India | International Projects Recruiter | 2nd Sept ,2008  7th Aug, 2010  (2 years) |
| South East Asia Trading Company | Hyderabad, India | Sr. Intl Recruiter & BDE | 2nd Oct,2010  30th Oct,2012  (2 years) |
| Fayeda Travel Agency | Mumbai, India & Qatar | Sr. Intl. Recruiter & Office Administrator | 10th Nov,2012  17th Sept,2014  (2 years) |
| Alfa Group | Doha, Qatar  Hyderabad, India | Sr .Recruiter & BDE /  HR Manager & Operations | Jan 2015 to March 2019  April 2020 to Sep 2021  (4.5 years) |
| Corrival - Tata projects Ltd | Hyderabad, India | Sr. HR Executive | 13th Sep 2021 to 31st March’2022  (6 Months contract) |
| Sinprosys | Hyderabad, India | HR Manager | 12th April,2022 to 28th Oct, 2022 |
| **Sterling Oil and gas company** | Vadodara,India | **Sr. Talent acquisition specialist - Renewable Energy** | 1st Nov, 2022 to till date |

Job Responsibilities & Duties:

\*.Hiring for Green Field Projects and Brown field projects.

\*.12 Vertical white collers Engineering, Refinery, Fertilizer, LNG, Petrochemicals, Oil & Gas processing plant, Upstream, Down stream and mid steam projects.. Based in Nigeria and Pan India, Middle East.

* **10 TEAM members for recruitment assign task for all team and Recruiting, Phone Skills, Interviewing Skills, Supports Diversity, Employment Law, Results Driven, Judgment, and Identification of Training Needs of the Employees.**
* **Analysing data and providing periodic Reports to Top Management on Manpower, Updates on Training activities, Attrition Analysis, Absenteeism Report etc.**
* **Recruitment, administration, payroll, salary administration and Orientation and other related training to the staffs, discipline and grievance procedures.**
* **Transfer, Welfare and Grievance Handling**
* **Identifying, attracting and motivating well-qualified candidates.**
* **Initial Resume Screening & Interviews with the Candidates.**
* **Extend Offer Letter and get appointment confirmation.**
* **Induction program and training to new recruits.**
* **Resume Database Management.**
* **Visa processing for the selected candidates.**
* **Preparation of weekly HR Report / Recruitment**
* **Manages and develops the team of HR Recruiters,**
* **Handled 7 number of team in recruitment for GULF Department.**
* **Acts as a single point of contact for managers regarding recruitment topics**
* **Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)**
* **Designs the selection matrix for choosing the optimum recruitment channel and recruitment source.**
* **Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization**
* **Builds a quality relationship with the internal customers and external recruitment agencies**
* **Monitors and constantly reduces the costs of the recruitment process**
* **Sets the social media communication strategy for different job profiles and functions in the organization**
* **Conducts job interviews for the managerial job positions**
* **Monitors the labour legislation and implements required changes to keep the process compliant**
* **Designs training recruitment for HR Recruiters and line managers**
* **developed online all resource Performance Management System**
* **Have recruited Professionals all category.**
* **Created 100 % efficacy and efficient environment**
* **Recruited in Middle East (UAE, Oman, Qatar, Bahrain, Kuwait & KSA), For East Africa. Recruited candidates from India, Nepal, Sri Lanka, Bangladesh, Kenya, Philippines, etc.**
* **Recruitment all category candidates.**
* **Served all GCC & MENA region, PAN India.**

#### **Educational Qualification:**

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| **Qualification** | **College / School** | **Board/University** |
| B. Com (Computer Application) | Sarojini Naidu VanitaMahaVidayala | Osmania University – Hyderabad |
| C.E.C | St. Georges Girls Junior College | Intermediate Public Examination – A.P. |
| S.S.C | St. Gabriel High School | Board of Secondary Education – A.P. |

**LANGUAGE KNOWN**: English, Hindi, Urdu, Arabic

***Date:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Applicants Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*