**Mahrukh Riaz Shahid**

Recruitment Specialist

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**PROFESSIONAL SUMMARY**

Effective communicator with Dedicated, results-driven, professional offering decades of success in developing and executing technology strategies to assist companies, Self-driven and motivated Recruiter with extensive experience and comprehensive background in coordinating the company's recruiting process, screening and evaluating job applications, and executing various office duties.

**CORE SKILLS**

* Recruiting Operations
* Business Development
* Staffing reports and analysis
* Online Headhunting

• Training and Development

• Candidate screening

• Client relationship management

• Sales consultant and Advertising

**PROFESSIONAL EXPERIENCE**

**Social Media Marketing Specialist**

Find You Ojo April [ 2020-Present]

* Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging, and audience identification
* Generate, edit, publish, and share daily content (original text, images, video, or HTML) that builds meaningful connections and encourages community members to act
* Set up and optimize company pages within each platform to increase the visibility of company’s social content
* Moderate all user-generated content in line with the moderation policy for each community
* Create editorial calendars and syndication schedules
* Continuously improve by capturing and analyzing the appropriate social data/metrics, insights, and best practices, and then acting on the information
* Collaborate with other departments (customer relations, sales etc.) to manage reputation, identify key players and coordinate actions

**Business Development Sales and Marketing Specialist**

Eben.work [Jan 2020- April 2020]

* Enhancement to general business reporting capabilities.
* Manage and implement supply chain improvements such as replenishment.
* Analyzing company needs.
* Communicating with various business stakeholders, obtaining their sign-off on projects.
* Coordinate with project managers and stakeholders to ensure that requirements and develop process are in correct way.
* Effective communication and negotiation skills.
* Identify target market and recognize appropriate marketing tools to serve that target.
* Create communications programs that effectively describe and promote the organization and its events.
* Social Networks management.
* Supervision of implementation of approved strategy and analysis of achieved campaign results.

**Recruitment Specialist**

([Jumbo Group] Jumbo Manpower Services LLC)[ April 2019- March 2020]

* Responsible for conducting end-to-end recruitment process from sourcing to applicant closure.
* Approached, intrigued, engaged, and closed passive talent using compelling narratives, uncovering unmet needs/goals/aspirations, rapport building, and excellent salesmanship*.*
* Salary and Contract Negotiations.
* Job Postings on portals with job details.
* Interact and build good professional relationship with clients and candidates.
* End to end recruitment process.
* Assisting in measuring staff's ability.
* Accountable for preparing and carrying out strategic sourcing strategy, to find the most talented IT and various professionals for clients
* Checking and reviewing candidate's information.
* Contacting with candidates for arranging orientations or semi-formal interviews.
* Following up websites to update current and new vacancies.
* Looking for recruiting channels and post jobs.
* Managing medical claim insurance for employee.
* Responsible for intern recruitment.

**Marketing Sales Advisor**

Microsoft [December 2017 – March 2019]

* Developed a sales pattern by looking at the statistics of market share, the ability of customers, and the development of outlets. Provided all-time excellent customer service to clients and was responsible for the promotion of new products.
* Identified interested customers, explained products and services, and initiated conversations.
* Worked on the development and implementation of a new promotional planning system.
* Performed market research and stayed up to date with current market trends.

**Apparel Group Senior Sales Associate**

(Tommy Hilfiger) [April 2016- November 2017]

* Built and maintained a professional network; supported Sales Manager with any duties as assigned.
* Responded to customer questions and requests in a prompt and efficient manner.
* Responsible for developing sales targets and strategies with the help of the sales team, and then overseeing that these targets are met.
* Updating job knowledge by participating in educational opportunities, reading professional publications as well as accomplishing new and different requests

**ACHIEVEMENTS**

* Recruited Team of 80 Candidates for temporary project (GITEX) and worked as a **Stand Manager** in **GITEX** for **Dyson**
* Managed data integrity within the applicant tracking system, ensuring timely entry and visibility of recruitment activity
* Recognized as Best Intern for Jumbo Manpower services alongside with a permanent position letter.
* Improving client relations and service by responding promptly to enquiries and requests.

**PERSONAL ATTRIBUTES & ABILITIES**

* Ability to work promptly with a variety of individuals, clients, colleagues and management.
* Excellent managerial and strategic skills.
* Experience of leading team of co-workers (up to 10 team members).
* Strong presentation, orientation skills and negotiation skills
* Ability to work under stressful conditions and short deadlines.
* Ability to work effectively in a fast-paced office environment.

**EDUCATION**

# **University of Hertfordshire UK** 2018-2020

* BA (Hons)
* **BTEC HND in Business from Capital Education College (Dubai, UAE**) 2016-2018
* **Higher Secondary School** (ICS Computer Science)
* Sheikh Rashid Al Makhtom Pakistan School (Dubai, UAE
* **Primary schooling** (Matriculation)
* Our Own English High School (Sharjah, UAE)

CERTIFICATIONS

* **Certified Human Resources Management certificate from Capital education [Pearson UK]**

**PERSONAL INFORMATION**

Date of Birth 08th September 1998 Marital Status Single

Nationality Pakistani No. of Dependents 4

References will be provided upon request.