

## **WAFA ABDUL GANI**

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- Abu Dhabi M: 00971555445470 E: fromxtoz@gmail.com
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A HR and Recruitment professional with 5+years of hands on experience in HR related functions and recruitment after that specializing in end to end recruitment, talent acquisition, negotiation, business development.

### **COMPETENCIES**

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- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
  - Networking
  - Recruitment and Staffing
  - Benefits Administration
  - Payroll Administrator
  - Interviewing
  - Interpersonal and Influencing Skills
  - Business Development
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### **WORK HISTORY**

Account Manager

#### **EXPERTS PLUS RECRUITMENT SERVICES**

July 2018 - Present

- Focus on expanding new business through cultivating existing clients and exploring new markets.
- Met and exceeded goals for 3 consecutive months by maintaining and creating a consistent pipeline
- Closed new business and developed negotiating strategies by coordinating prospects goals and requirements with company objectives and procedures.
- Generated new business and long-term account opportunities through prospecting and cold-calling, resulting in closed new and recurring business.
- Responsibilities included retaining existing clients, as well as developed a solid pipeline of customers through prospecting, networking and referrals and cold calling
- Provided a customized solution to align with their recruiting/staffing needs. As well as helped become a strategic partner to help them with their business as it was growing.
- Prospected for new clients, scheduled phone meetings with CEO's, HR directors and Managers and provide them online demonstrations of products and services.

Business Development Associate

#### **CROWE HORWATH MAK EXECUTIVE SEARCH**

Nov 2017 – June 2018

- Focus on expanding new business through cultivating existing clients and exploring new markets.
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Recruitment Business Development Executive Free Lance Work from Home February 2017 to September 2017

IRIS EXECUTIVES RECRUITMENT CONSULTANCY

Generating new leads and contacts, pitch the services to new clients, planning and preparing presentations, overseeing the development of marketing literature for vacancies generated while liaising with the recruiters, providing management with feedback.

Recruitment Assistant January 2014 to April 2015

EHA CONSULTING ENGINEERS

- Substantiated applicants' skills by administering and scoring tests.
- Scheduled examinations by coordinating appointments.
- Welcomed new employees to the organization by conducting orientation.
- Provided payroll information by collecting time and attendance records.
- Submitted employee data reports by assembling, preparing, and analyzing data.
- Maintained employee information by entering and updating employment and status-change data.
- Provided secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- Maintained employee confidence and protects operations by keeping human resource information confidential.
- Maintained quality service by following organization standards. Maintained technical knowledge by attending educational workshops; reviewing publications.
- Contributed to team effort by accomplishing related results as needed
- Communication: Dealing with queries from candidates and employees, line managers, and recruitment partners in a professional and timely manner.
- Arranging interviews, booking interview rooms, and sending out confirmations.
- Diary management of recruiters and recruiting line managers within the business for interviews
- Administering assessment tests as required

- Assisting the recruitment team with all administration connected with organizing and running candidate assessment days.
- Recording relocation expenses, interview expenses and invoices on the relevant excel spreadsheets.
- Managing referencing process. This includes sending reference requests to previous employers, chasing return of references and providing feedback to the recruitment team as appropriate and within SLA's.
- Tracking the renewal and completion of fixed term contracts.
- Maintaining and organizing the recruitment archive folders for 12 months. Uploading job adverts onto external websites.
- When required search CV database sites and social media channels for candidates and contact them regarding roles. Sending recognition of receipt emails to employees who have referred candidates and logging referral forms on system. Log successful referrals on spend spreadsheet and ensure correct payment is issued by Payroll.
- Completion and circulation of weekly vacancy report and vacancy statistics spreadsheets. Updating the recruitment intranet pages.
- Keep up to date on changing recruitment legislation and if necessary make the HR team aware of the implications.

Recruitment Consultant March 2009 to June 2013  
JOBTRACK ABU DHABI

My key responsibilities covered the entire spectrum of executive placement which involved identifying suitable candidates, researching market place, head hunting, shortlisting relevant profiles and pitching them to the client, scheduling interviews and on placement following up on induction process of the placed candidate

Recruitment Consultant April 2008 to February 2009  
SAAPA HUMAN RESOURCES

- Identifying suitable candidates from existing database
- Researching market place for suitable candidates
- Headhunting from the clients' competitors
- Short-listing relevant candidates and pitching them to the client
- Coordinating and scheduling interviews between the client and candidate
- Preparing invoices for successful placements
- Following up on the induction process of the placed candidate
- Following up on payments from the client

Recruitment Consultant June 2007 to November 2007  
RICHARDSON MANAGEMENT CONSULTANCY

- Identifying suitable candidates from existing database
- Researching market place for suitable candidates
- Headhunting from the clients' competitors
- Short-listing relevant candidates and pitching them to the client
- Coordinating and scheduling interviews between the client and candidate
- Preparing invoices for successful placements
- Following up on the induction process of the placed candidate

- Following up on payments from the client

HR Administrator October 2004 to June 2007  
PROJENCO AL KHALEEJ

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms
- Participate in HR projects (e.g. help organize a job fair event)
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labor laws
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills

## EDUCATION

Bachelors in Science  
CMPH Medical College, India

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