

ZAHOOR AHMED SYED

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OBJECTIVE:

To be efficient, active member of the company and to be able to apply gained skills and knowledge to the task given to me and further develop my current skills and abilities.

Skills:

- Able to do assigned task even under pressure.
- Hardworking, responsible and with good attitude towards work.
- Strong decision-making skills and sound judgment.
- Possess good analytical skills - detail oriented.

WORK EXPERIENCE:**Amara International Trading & Contracting W.L.L**

Senior HR Recruiter

Doha, Qatar

2013 to 2020

ROLES AND RESPONSIBILITIES:**Primary Objectives of the Human Resources:**

- Health and safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- **Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key [employee retention](#) and development, and high performance.**
- Personal ongoing development.

Daily job duties and responsibilities:

- Answering employee questions.
- Processing incoming mail.
- Creating and distributing documents.
- Providing customer service to organization employees.
- **Serving as a point of contact with benefit vendors/stakeholders.**
- Maintaining computer system by updating and entering data.
- Setting appointments and arranging meetings.
- Maintaining calendars of HR management team.
- Compiling reports and spreadsheets and preparing spreadsheets.

Recruitment/New Hire Process: IT / NON-IT

- Screening & interviewing potential candidates from multiple recruitment sources such as **Job portals sites like LinkedIn, CareerBuilder, Careersma.in, Aileensoul, Glass door, Craiglist, Jobrapido, Dice, JobDiva, Techfetch, SimplyHired, OPTnation, crediBLL, Ziprecruiter, Facebook, Naukri, Indeed, TimesJob & Monster and all gulf job portals.**
- Coordinating with interview-panel for telephone, Skype and Personal interviews.
- Excellent technical aptitude with attention to detail.
- To conduct first round of telephonic and face to face or interview for the candidates.
- **Sourcing, Stakeholder management, Good experience including sourcing and full life cycle recruiting (Internet/Product hiring).**
- Assess applicant's relevant knowledge skills, learning skills, experience and aptitudes to select only apt candidates for the specific job.
- Able to conduct different types of interviews to test candidates' specific competencies **(telephonic interviewing, face-to-face interviewing, negotiating, reference check etc.)**
- Account management focus, skilled at partnering with hiring teams to build effective sourcing, assessment, and closing approaches with an ability to manage customer expectations.
- Posting job ads and organizing resumes and job applications.
- Collecting employment and tax information.
- **Ensuring background and reference checks are completed.**
- Self-sufficient and able to work with little direct supervision; proven ability to act at both the strategic and tactical levels in a fast paced; must be extremely organized, detail oriented, and able to multi-task.
- Overseeing the completion of compensation and benefit documentation.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Administering new employment assessments.

- **Serving as a point person for all new employee questions.**

Human Resources Information Systems ([HRIS](#)):

- Manages the development and maintenance of the Human Resources sections of the company website, particularly recruiting, culture, and company information and the employee Intranet, wikis, newsletters, and so forth.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.

Record Maintenance:

- Maintaining current HR files and databases.
- Updating and maintaining employee benefits, employment status, and similar records.
- **Maintaining records related to grievances, performance reviews, and disciplinary actions.**
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Performing payroll/benefit-related reconciliations.
- Performing payroll and benefits audits and recommending any correction action
- **Completing termination paperwork and assisting with exit interviews.**

RESPONSIBILITIES:

- To be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner.
- Build and maintain network of potential candidates through pro-active market research and on-going **relationship management.**
- **Hands on experience in managing senior and critical stakeholders daily.**
- To be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings.
- **Recommend ideas and strategies related to recruitment that will contribute to the long-range growth of the company, implementing any new processes and fine-tuning standard processes for recruiting that fits within.**
- **Participate in special projects/recruiting initiatives including assessment of best practices in interviewing techniques, leveraging of internal sources of talent and identification of top performers for senior-level openings.**
- To be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
- Able to prioritize and plan work activities as to use time efficiently.

- To be organized, accurate, thorough, and able to monitor work for quality.
- To be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
- **Having ATS experience is to source, track and manage candidates.**

EDUCATIONAL ATTAINMENT:

Year	Course	School / College	Percentage
2006-2010	B.E (CSE)	C. Abdul Hakeem College Of Engineering & Tech, Melvisharam, Vellore.	70%
2005-2006	HSC	Khaderia Higher Sec School, Vaniyambadi.	66%
2003-2004	SSLC	Khaderia Higher Sec School, Vaniyambadi.	84%

Computer Literacy:

- Packages : MS-Office, Capable to Work in LINUX,RED HAT
- Languages : C,C++ concept,HTML,SQL 2005,.NET,JAVA

MAIN PROJECT FINAL YEAR:

DOTNET PROJECT:

Finished project on “Resequencing Analysis of Stop & Wait ARQ for Parallel Multichannel Communication in “Sun Microsoft Institute” Kodambakkam, Chennai.

ENVIRONMENT:

The project was done by four member team within a time period of two months, using DOTNET software.

EXTRA CURRICULAR ACTIVITIES:

- Done a paper presentation on “NETWORK SECURITY” in “Vinaya Jothi Institute of Technology” Hyderabad.
- Runner up in CRICKET and FOOTBALL won in “HOSTFIESTA” Conducted by our College.

INDUSTRIAL EXPOSURE:

- Attended One-Day workshop “VISION 2009” conducted by “ANNA UNIVERSITY” Chennai.
- Attended One-Day workshop “ WEB SECURITY & CYBERCRIME” organized by “Bodh Bridge Educational Services Private Limited” Chennai
- Attended One-Day workshop on "AJAX & ELLIPSE” conducted by MNM Jain Engineering College, Chennai.

PERSONAL INFORMATION:

Father’s Name	: SHAFEEQ AHMED.S
Date of Birth	: 17/07/1988.
Gender	: Male
Marital Status	: Married
Religion	: Islam
Languages spoken	: English, Malayalam, Tamil, Hindi & Urdu.
Hobbies	: Reading Books, Bike riding.
Nationality	: Indian

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

ZAHOOOR AHMED.S