**ZAHOOR AHMED SYED**

Bangalore.

+91 9003588756

Email: zahoorcse@yahoo.com



**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**](https://www.thebalance.com/top-ways-to-retain-your-great-employees-1919038)**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](https://www.thebalance.com/human-resources-information-system-hris-1918140)**):**

* 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 exist 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.

**ZAHOOR AHMED.S**