

A professional candidate offering over **3 years** of rich and extensive experience; targeting senior-level role in a reputed-organization.

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Location Preference: **Open**

Profile Summary

- Proven expertise in **Recruitment** and **Talent Acquisition**, successfully identifying and securing top-tier candidates for key positions.
- Adept at utilizing **HRIS (Human Resources Information System)** for streamlined data management and reporting
- Executes effective cold calling strategies to generate leads and expand the client base.
- A track record in implementing successful **Sales Strategies**, exceeding targets, and driving business growth through proactive initiatives.
- Proficient in implementing **Customer Relationship Management (CRM)** systems to enhance client interactions, streamline processes, and drive business growth through data-driven insights.
- Demonstrated expertise in strategic candidate **sourcing** and meticulous **screening** processes.

Core Competencies

Talent Acquisition	HR Analytics & HR Policies	Payroll & Compliance
Human Resource Outsourcing	ATS & Recruiting Software	Staffing & Onboarding
Sales & Business Development	Full Recruitment Cycle	Team Management

Work Experience

August 2020 – November 2023 with Electronic Concepts, Srinagar, Jammu & Kashmir as HR Assistant

Key Result Areas:

- Screened and short-listed profiles as per the requirement; negotiated on salaries and finalized as per the offer.
- Conducted telephonic / personal interaction with potential recruits to ascertain their suitability and obtained information regarding salaries, their availability and so on
- Demonstrated success in end-to-end recruitment and Staffing, leveraging **HR Analytics** for informed decision-making and optimizing talent acquisition processes.
- Analyzed employment applications, set up and conducted personal and group interviews, and determined the suitability of the applicant for employment
- Obtained trainee feedback for determining the effectiveness of training programs & shared the same with the Managers
- Negotiated compensation and closed entry level roles; conducted ex-employment verification check of employees

July 2015-July 2016 with Rooman Technologies, Gurugram as Desktop Support Engineer

- Worked as an intern to enhance my technical skills.
- Provided technical support to clients, troubleshooting and resolving software & hardware issues.

Internship

June 2019– June 2020 with Bureaucracy, Srinagar, Jammu & Kashmir as HR Intern

- Played a key role in HR administration tasks, such as maintaining employee records, managing employee documentation, and assisting in HR-related projects
- Collaborated with the HR team to support the recruitment efforts, including drafting job postings, screening resumes, and scheduling interviews.

Education

- **MBA in Human Resource (HR) in 2017-20**
- **B. Tech Computer Science: Model Institute of Engineering & Technology, University of Jammu in 2015**

Extracurricular Activities

- Actively engaging with NGOs like **Red Cross** as a volunteer, contributing to various initiatives, and fostering positive change in areas such as community development, environmental conservation, education, or healthcare
- Member, **Computer Society of India (CSI)**: Participated in various workshops and events, enhancing knowledge within the IT community
- Participated in user testing sessions, providing valuable feedback and usability insights to enhance the user experience of websites and applications at **usertesting.com**
- Supported teams in day-to-day operations, playing a crucial role in ensuring smooth administrative functions at **Filo EdTech**
- Produced high-quality, engaging content for a variety of clients across different industries as a **Content Writer**.

Projects & Certifications

- Completed a comprehensive networking certification program through **Aptech**, gaining proficiency in network design, troubleshooting, and maintenance
- **Technical Event Manager**: Successfully managed and organized technical events at Jammu & Kashmir's largest techno-cultural fest, **Sammilan**, coordinating logistics, leading a team, and ensuring the smooth execution of various tech-related activities
- Participated in the **OASIS festival** at **Birla Institute of Technology & Science, Pilani**
- Successfully completed an intensive survival boot camp **I SURVIVE** in Jammu and Kashmir. This experience enhanced my ability to remain composed and resourceful in high-pressure situations, fostering a strong sense of self-reliance and adaptability
- Collaborated on a project focused on improving the **Human Resource Management** practices within the **Jammu and Kashmir Handicrafts** industry.

Skills

Communication | Leadership | Time Management | Adaptability | Problem Solving | Teamwork | Creativity | MS Excel | MS Word | MS PowerPoint | Sales | Business Development | Negotiation | Presentation Skills

Personal Details

- **Date of Birth:** 20/07/1992
- **Languages Known:** English, Hindi, Urdu, Kashmiri