

FAZIL NAZIR

+91 8588062689 ◇ Delhi, New Delhi

fazilalwayshere@gmail.com

OBJECTIVE

To reach a responsible and reputed position in the work field using my skills, and perseverance and hence completely in the progress of the firm, putting the best of my efforts in shaping my destination and reaching the height inch by inch.

EDUCATION

Master of Social Work-Human Resources, University of Kashmir 2013 - 2015

Bachelors of Commerce, University of Kashmir 2008 - 2012

SKILLS

Technical Skills: Talent Acquisition, Induction, On-boarding, File Management, Compensation and Benefits, Labor Laws, Compliance, Employer Branding, Exit Management, Manpower Planning, Reporting, HRIS, Oracle, Employee Engagement, Human Resource Operations, Vendor Management, MS Office, MS Office, MS Excel, Outlook, Cold calls, BGV, Presentations, Sourcing and Screening profiles, Data Analytics, Job Postings, Networking. End to End Recruitment, SAP Hiring, IT recruitment, Employee Relations and Grievance Management, Non-IT recruitment, Full time (FTE) hiring, Contract-to-hire (C2H) hiring, Vendor management, Attrition, Retention, Recruiting, SocialMedia Hiring, Canvas, SEO, On page SEO and Off Page SEO

EXPERIENCE

Recruiter Feb 2022 - Feb 2023
Accenture Noida

- Worked with Renege Management Team.
- Learned to make outbound calls to the candidates and inquire about any issues in joining.
- Collaborated with team members to resolve any issues regarding the process.
- Revised the Offer letters of the candidates with proper approval.
- Maintained the tracker and shared the inputs.
- Drafted a questionnaire and took inputs from the candidates.
- Co-coordinating with team and candidates to promote maximum participation in Red Carpet Event.
- Sorting and sharing the candidates' issues with respective teams for speedy resolution.
- Attended learning sessions on different topics.
- Attended training sessions on SEO, On page SEO and Off Page SEO
- Learned Social Media.
- Conducted Employee Value Proposition (EVP) promoting the Employer Brand to the candidates.
- Assisting with the Scheduling team in confirming and updating the same on portals.
- Collating trackers and sharing them across.
- Attended daily meetings and make appropriate notes.
- Attending learning sessions on Recruitment, Excel, Data etc.
- Performing Sourcing and Screening of profiles using Job Portals like Naukri, Linked Recruiter Premium Account and Internal Applicant Tracking Systems (ATS), Indeed, Shine, Monster etc.
- Posting jobs on LinkedIn Recruiter Premium Account.

- Performing Initial screening and profile matching regarding Educational Qualification, Experience, Relevant Skill sets, Communication skills, Team Compatibility and stability.
- Making outbound calls to the candidates and sharing Job Descriptions (JD) with the candidates via email.
- Confirming Pending Online Skills Test (POST) and Pending Skills Interview (PSI) and updating same on the system.
- Working with HRIS and entering necessary details of the candidates.
- Active Participation in HRSS and HR operations.
- Assisted in Back Ground Checks (BGC) and Document Verification.
- Handled End-to-End recruitment at entry and senior levels depending upon the bands.
- Working on different trackers and sharing them within TAT deadlines.
- Promoting Diversity of candidates while sourcing.
- Building and maintaining relationships with candidates continually through a high volume of phone and email.
- Providing market insights for demand fulfilment.
- Learned and practised Networking.
- Identifying and analyzing low-cost channel inflow.
- Considering all channels like Agency, Internal/Media and Employee referrals while sourcing for lateral recruitment.
- Releasing offers and working in HRSS (Human Resource Shared Services)
- Assisting in Pre-onboarding issues, documents insufficiency, BGC updates etc.
- Sending Mail Merge emails to new joiners and maintaining Excel.
- Promoting candidate experience.
- Organizing meetings and promoting maximum participation.
- Working with the On-boarding team about new hires.

Technical Consultant

Nov 2021 - Jan 2022

Iquest Management Consultants

Noida

- Posting IT/BFSI/Non-IT/BPO jobs on Naukri, Hrist and LinkedIn platforms.
- Using portals like Naukri, Indeed, Shine and Monster
- Calling the candidates for various positions and entering the data as per the prescribed format.
- Performing Salary/CTC Negotiation.
- Sharing the shortlisted profiles with the Client.
- Scheduling Interviews.
- Using Canvas.
- Performed Interviews with the candidate.
- Learned and practised Networking.
- Updating feedback from the Clients' side to the existing data.
- Promoting and cooperating with clients' recruitment drive.
- Discussing the requirements for better understanding, mapping and sourcing suitable profiles.
- Performing sourcing for Junior, mid and Senior level bulk-hiring.
- Resolving and tracing candidates from sourcing to On-boarding.
- Handling teams and promoting teamwork.
- Uploading details of candidates on Taleo.
- Participating in team meets and sharing daily reports.
- Making PPTs and explaining to team members.

Preparing Job descriptions for various positions.

IT Recruiter

Podium Systems Pvt Ltd

July 2021 - Nov 2022

Pune

- Making outbound calls to candidates.
- Explaining about new opportunities and sharing JDs with candidates.
- Coordinating with scheduling and confirming interviews.
- Handling clients.
- Attending daily meetings and sharing feedback.
- Promoting client relationship.
- Adding more clients.
- Performing Salary/CTC Negotiation.
- Maintaining/updating data and sharing with managers.
- Adding details on Taleo of candidates.
- Worked with lateral hiring.
- Worked with IT , Non IT and BFSI positions.
- Posting jobs on Naukri, Hrist, Indeed and monster.
- Using Naukri, Hrist, Indeed, Shine, Monster and LinkedIn.
- Imparting sessions to new comers and Interns and managing their work.

Human Resource Executive

Max Healthcare

Sep 2018 - May 2019

Gurgaon/Gurugram

- Learned to undertake End to End recruitment: Creating Job descriptions, screening and shortlisting, scheduling for personal or video interviews using job portals/employee referrals and process for final selection.
- Coordinated in Applicant Tracking Systems (A.T.S), Candidate Information Sheets (C.I.S), Reference Checks, and Background Verification for Doctors, Paramedics, Nurses and other designations.
- Assisting in campus recruiting.
- Drafted Offer Letters: Making Salary Structure, Checking Mandatory Documents, and Releasing the Offer letter.
- Worked on BFSI, IT, BPO and Non-IT positions.
- Worked with Pre On-boarding: Scheduling Medical Fitness Check-up through call or e-mail to the concerned hospital.
- Undertook Onboarding: Handling the complete employee life cycle. This includes conducting induction, orientation, joining formalities, and joining kit/Documents.
- Maintaining and updating files, sending input for e-mail ID creation and Laptop/Desktop Issuance.
- Worked in Post On-boarding: Online input submission for BGV, and Process for ID card, Visiting Card.
- Updating feedback from the Clients' side to the existing data.
- Promoting and cooperating with clients' recruitment drive.
- Discussing the requirements for better understanding, mapping and sourcing suitable profiles.
- Performing sourcing for Junior, mid and Senior level bulk-hiring.
- Resolving and tracing candidates from sourcing to On-boarding.
- Worked with Social Media Hiring.
- Learned about Networking.
- Making and dispatching Appointment letters/Contracts.
- Maintaining and updating multiple trackers like Master database, Account details, offer details and preparing other reports as per requirement (MIS).
- Making Salary Sheets, and Solving employees' salary issues through calls and mail.
- Promoting Employee relations, Induction, Documentation, organizing Training, terms condition of employment, facilitating the process, handling grievances about policy, compensation, and explaining, and implementing various policies and procedures to the employee.
- Handling Inbound/ Outbound calls of the HR department.

- Assisting with the day-to-day operations of the HR office.
- Assisted in Vendor management.
- Handling of File management: maintaining files in hard copy and sharing the same with third-party vendors for converting into soft copy.
- Providing support to the Recruitment and payroll team with Documentation, and preparation of resources.
- Assisting in the Payroll of the employees by sharing relevant inputs.
- Sharing PF and ESI Details of new joiners and assisting with such queries.
- Working with Oracle HRIS and ERP.
- Learned Canvas and used Canvas.
- Learned MS Office.
- Attending MBR (Monthly Business Reviews) with senior management and sharing feedback.
- Preparation of contracts and maintaining the same.
- Issuing Warning letters to the concerned employee after receiving feedback from the concerned team/supervisor.
- Updating HR database (using Oracle Software) and making correct changes as per need, issuing salary slips to the employees using the software, cascading welcome emails, and arranging meetings.
- Participating in HR clinics and taking feedback.
- Undertook Soft skill training and assisted in LMS.
- Undertaking Exit formalities and interviews. NABH and JCI Accreditations.
- Assisted in Admin-related work and HRSS (Human Resource Shared Services)
- Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.

Senior Process Associate

Accenture

Mar 2018 – July 2018

Gurgaon/Gurugram

- Understanding customer queries of US customers (Project Fi)
- Resolving their queries.
- Providing tech support to the US consumers.
- Assisting in escalations.
- Attending training sessions.
- Assisting team members.

CSE

SBI Card

Dec 2017 - Feb 2018

Gurgaon/Gurugram

- Understanding customer queries of domestic consumers.
- Resolving their queries.

CRM-Associate

Concentrix

July 2016 - Jan 2018

Gurgaon/Gurugram

- Understanding customer queries of UK customer (Amazon UK).
- Resolving their issues.
- Using email, chat and voice.
- Handled escalations and promoted speedy resolutions.
- Interacted via phone, email and chat.
- Worked as a Quality Analyst.
- Analyze data to generate valuable insights to predict customer trends.
- Offered recommendations on process and policy improvements from reports.
- Worked with the Recruitment team to fill positions.

ACADEMIC ASSIGNMENT

- Academic assignment with JK Bank for Human Resources (2013)
- Community Worker to study Immunization programmes among Children (2013)
- Research study (Team Leader) on floods in Kashmir and their impact on housing and the role of social work in disaster management.

EXTRA-CURRICULAR ACTIVITIES

Reading, YouTube learning and freelance writing.

NEWSPAPER PUBLICATIONS

- “As home turns into office” published on Greater Kashmir - 10-October-2021.
- “As home turns into office 2 ”published on Greater Kashmir - 04-November-2021
- “Understanding relationships: Connect and confusion” published on Rising Kashmir on 15 July 2018.
- “Understanding relationships, understanding humans” published on Kashmir Observer on 06-Aug- 2015
- “What they show” published on Rising Kashmir 28-Nov -2014.
- “2 Many” published on Greater Kashmir on Sat, 4 Oct 2014.

