

Muhammad Ismail M

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Objectives:

To get myself exposed to the competitive and challenging environment in the company and enhance my knowledge, creativity and skills to strengthen myself as well as to contribute to the growth and success of the organization.

Overview:

- An incisive professional with experience in End to End Talent Acquisition, Payroll Management Training & Development and Campus Recruitment.
- Ability to manage the entire Recruitment lifecycle for sourcing the best talent from diverse sources.
- An effective communicator with excellent relationship building & interpersonal skills, strong analytical, problem solving & organizational abilities.
- Defining, Designing & implementing Process Frameworks & Strategies to support effective Talent Acquisition with stakeholders.

Professional Experience:

Organization – HCL Technologies Limited.

Period of Service - November 2018 – Till Date.

Designation – Associate Executive.

Roles and Responsibilities:

Recruitment Initiatives

- Developed and facilitated job recruitment fairs Pan India.
- Promptly corresponded with all applicants and coordinated to conduct interviews.
- Created recruitment plans for all open positions.
- Networked with industry contacts, association memberships, and associates.
- Sourcing and Screening all applicants based on their qualifications and experience.
- Developed salary proposals for new recruits, offer discussion, offer negotiation and offer roll out.
- Taking care of Bulk Hiring, Campus hiring and Leadership Hiring.
- Handling recruitment for Chennai, Coimbatore, Vijayawada and Pune centers.
- Hiring for Leadership, Lateral and fresher.
- Offered and hired 500+ candidates till date.

Stakeholder Management

- Involved in Business call once new SR is raised.
- Working directly with hiring managers to assist in filling requisitions with top-quality recent graduates/experienced in a timely manner.
- Pre-screened all resumes prior to sending them to corporate hiring managers for consideration.

- Follow ups for feedbacks with Technical Panels.
- Involved in live sourcing with business to understand the requirement in-depth.
- Managing escalations.
- Maintained relationships with hiring managers to understand and analyze their requirements and managed the recruiting process.
- Providing solutions to delivery in case any niche requirements and issues.

Internal Tool Management

- Updating the candidate database in internal tool – “Talview”
- Publishing hiring report.
- Publishing Ask vs Supply report, Pipeline report, HR conversion report, taking care of delivery part. (Inform them about candidate Date of Joining and Status)

Candidate Management

- Initiating Documentation.
- Taking care of Background verification of Candidates before Joining.
- Follow up candidates till joining.
- Solving queries of candidates in terms of the offer/ Joining formalities.
- Provide Solutions to post joining to candidates if they face any issues in any type of commitment given by recruitment while releasing offers.

Organization – Rane TRW Steering Systems Pvt Ltd.

Period of Service – June 2018 - October 2018.

Designation – HR Trainee.

Roles and Responsibilities:

- Entirely responsible end to end HR Activities of the organization.
- Conducting Drives in office.
- Hiring new employees, taking care of Joining formalities and conducting Exit interviews.
- Taking care of induction and Training for new Joiner's.
- Preparation of offer letter, pay slips and relieving letter.
- Solely responsible for developing a training manual for new joiner's in recruitment team.
- Onboarding new employees and coordinating with business.
- Conducting monthly review for recruitment team.
- Maintaining walk-in Report, Schedule Report, Selection Report, and Performance report.
- Taking care of Employee engagement activity.
- Understanding the requirements from Business and operations and delivering.
- Involved in decision making towards the growth of organization.
- Initiating rewards and recognition programs.
- Taking care of Bulk Hiring.
- Ensuring that quality candidates are delivered to the clients at the right time.
- Conducting Walk-in Interview.
- Negotiation of Salary and Notice.
- Involved in decision making with the management and Business development team.

Highlights:

- Leadership /Lateral and volume hiring.
- Full time and Contract hiring.
- Employee relations.
- Talent review and succession planning.
- Performance management.

Awards and Achievements:

- Awarded for the Best College Communication leader 2017.
- Feather in Department Cricket and Chess College 2015.
- Awarded for the Web Designing Competition 2014.
- Awarded for the Best Singer, 2013.
- Awarded for the Best outgoing Student, 2011.

Educational Qualification:

MSW HRM – Madras Christian College Chennai, 2018.

BCA – Ramakrishna Mission Vivekananda College Chennai, 2016.

12th Matric – MCTM Trust Chennai, 2013.

10th Matric – Minerva Matriculation Chennai, 2011.

Personal Details:

Date of Birth: 14th Sep 1995.

Father's Name: Muhammed Hasan.

Gender: Male.

Marital Status: Single.

Languages Known: English and Tamil.

Shift Flexibility: Yes.