



Mohd Yusuf



2.10 Years' experience



July 14, 1998



New Delhi-110049



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Senior Hr Recruiter

Secure a responsible position in the HR department, sharing my 2.10 years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

- Have 2.1 years of experience in Human Resource Area and have acquired know-how in the areas like Recruitment & Selection, Induction, and Performance Appraisal, Training needs, Compensation & Benefits, interview skills and job search techniques.
- Have 9 months of experience As a Placement Coordinator (Admin Block) and have acquired know-how in the areas like, Programming Events, Induction, and, Training needs, Dealings with Hr, job search techniques and Manage Team etc.



Education

Bachelor, of Commerce

Mahatma Jyotiba Phule Rohilkhand
University Board
Bareilly, Uttar Pradesh

Graduated, 2020
Division 1

10+2

National Institute of Opening Schooling
CBSE Board
Sec 62 Noida, Uttar Pradesh

Graduated, 2017
Division 1



Professional Hr Skills

- Recruitment & Selection
- Rewards and Recognition
- Employee Information Portal / DMS System
- Full & final leave and Exit Formalities
- HRIS/ Empower Attendance Process
- Orientation & On-Boarding



Computer Proficiency

- Word 2010
- Excel 2010
- Power Point 2010



Work Experience

April 2019 – March 2020

Senior Hr Recruiter

Green Go Corporation

New Delhi- 110049

Role & JOB RESPONSIBILITIES:-

Recruitment & On-Boarding

- Involve in end-to-end complete life cycle of recruitment process.
- Managing the complete recruitment process for sourcing the best talent from diverse sources after identification of man power recruitments.
- Executing the recruitment process starting with chain of sourcing profile, screening, candidates discussing aligning follows-ups and taking approvals for fulfilling the requirement.
- Arranging technical interview and coordinating with the concerned person. Design, and implement new joining salary structure.
- Follows-up with bank for opening salary accounts, making sure that the bank kits and PINs have reached the employees by sending details to the support staff.
- Prepare & issue offer letter/ Appointment orders & maintain all personal records (hard copy & soft copy)

HR Operations:-

- Handling **Reward & Recognition** process.
- Maintaining the **Database Management System** of the company (DMS) by saving resumes in it on daily bases.
- Responsible for personal file Management Ensuring that every personal file is well maintained.
- On the completion of probation period of an employee starting the process of his **confirmation or absorptions**.
- Updating transfer and new joining in portal as per requirement.
- Coordinate with IT team to do the timely changes in Employees information Portal.
- Issuing Acceptance of Resignation Letter
- Issuing Relieving Letter and Letter of Experience.

Attendance and leave records:-

- Involve in end-to-end complete life cycle of leave and attendance EMPOWER management.
- Handling employee's queries related to leave, Attendance.
- Keeping a track of the leaves and Attendance of the employees.
- Responsible for preparing the attendance of employee for payroll (on roll & off roll)
- Calculating the leave balance of the resigned employee at the time of F&F.
Prepare the input for salary processing.

April 2017 – January 2019

Hr Lead Recruiter, Placement Coordinator

Human Rises services

Rampur UP- 244901

JOB RESPONSIBILITIES

- Developing and executing Recruiting Plans.
- Screening Resumes from Job Portals.
- Shortlist the relative candidates & then making Line ups the position.
- Managing the entire recruitment cycle and close the position.
- Lead the creation of a recruiting and interviewing plan for each open position.
- Maintain regular contact with possible future candidates.
- Sourced candidates, presented to hiring manager, conducted phone interviews, scheduled interviews and administered testing procedures for all qualified candidates.
- Coordinated with hiring managers to create and maintain recruiting and interviewing plans.
- Managed educational institution based placement services and activities.
- Supported job seekers, especially students, to obtain job of their choice and skill.
- Interacted with various corporate human resource departments to understand current vacancies.
- Conducted workshops and seminars regarding career preparation, interview skills and job search technique.



Personal Details

Father's Name: Mr. Badar Kamal
Nationality: Indian

Marital Status: Single
Gender: Male

Declaration

I, Mohd Yusuf, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mohd Yusuf

Date: -

Place:-