

LARAIB AHMAD NEYAZI

Recruitment Specialist



Address: E-72,3rdFloor, West Vinod Nagar- New Delhi 110092

Phone: +91-8802498183

Email: syedlaraibneyazi@gmail.com

LinkedIn: <https://www.linkedin.com/in/laraib-ahmad-nayazi-0b7785200/>



OBJECTIVE: - To contribute to an organization where I can enhance my skills set by working in a challenging and competitive environment while at the same time contributing to the growth of my organization.

WORK EXPERIENCE: -

07/18 – Till Date

Recruitment Specialist, Aastha Consulting (New Delhi, India)

Responsibilities:

- Responsible for Full Life Cycle of Recruitment Including Sourcing, Screening, Managing the Application Process and Direct Placements.
- Exposure in Client Coordination / Talent Search As Per The Client Profile Requirement.
- After Getting Profile Understanding, Get Start with The Talent Search Through Screening Suitable Profiles from The Job Portals Like Naukri Gulf, Monster Gulf, BAYT/Mass Mailing /Job Posting on LinkedIn.
- Communicating with The Relevant Candidates & Selecting Them As Per Their Level Of Interest And Behavior.
- Detail Screening of Resumes.
- Briefing the Client on The Candidate's Potentials.
- Timely Coordination with The Client to Get the Position Closed.
- Taking Care of Mobilization of Process of Selected Candidate. (BI Process, Visa, Medical and Air Ticket)
- Regular Communicating with Our Major Contractor Clients for Recruitment of SAUDI ARAMCO, SABIC, SADARA, SAUDI CHEVRON, MAADEN, SRACO Etc. As Well As Some of Our IT Major Clients Like CIENA, WIPRO And ACCENTURE.
- Experience in Multiple Platform Job Posting, Diversified Sourcing, Phone Screening, Coordinating Hiring Process, Releasing Offer Letter, Organizing Orientation, Negotiating Salary, Documenting and Following Up with Client for The Interview Feedback.
- Interacting with Hiring Manager, Account Managers, Vendors Frequently for Smooth Functioning of Recruitment Process.
- Sound Knowledge of Applicant Tracking System (ATS).
- Well Versed with MS Office Tools Like MS-Word, MS-Excel, MS-Outlook, MS-PowerPoint.

- Professional with Leadership, Organizational, Time Management, Interpersonal, Analytical, Problem Solving, Domain Knowledge, Ability to Learn And Adapt, Team Player With Track Record Of Hiring Quality With Top Talent.
- Excellent Verbal and Written Communication Skill.

LANGUAGES

- (Reading, Writing & Speaking): English (Fluent), Urdu (Fluent) and Hindi (Fluent) Skills & Knowledge: Good communication skills Hindi, English and Urdu
- Maintaining of interpersonal relationship with candidates and clients.
- Good working knowledge of Full Recruitment Life Cycle IT and Gulf Staffing

EDUCATION

- 📖 Master in Gender Studies, From Jamia Millia Islamia, New Delhi (Continuing) Session 2019 – 2021 (2019-to May 2021)
- 📖 Bachelor of Arts, From Jamia Millia Islamia, New Delhi with an aggregate of 7.2/9 CGPA. (2019). 2016 – 2019
- 📖 Intermediate in 2012 (BSEB, Patna), with an aggregate of 59%.
- 📖 High School in 2010 (BSEB, Patna), with an aggregate of 50%.

CO-CURRICULAR ACTIVITIES

- Successfully organized college fest Jazba' in 2017-18 and 19.
- Worked for NGO's, Human and Nature Development Society (HANDS) and New Socio-Economic Research and Development Foundation (NCERD) on Executive positions.

ADDITIONAL SKILLS

- AutoCAD
- MS-Office
- MS-Word
- MS- Excel
- Tally

PERSONAL DETAIL

- Father's Name: Syed Arman Ahmad Neyazi
- Date of Birth: 20th-Oct-1990
- Nationality: Indian
- Passport No: M8828860

DECLARATION

I, Laraib Ahmad Neyazi, hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

Place: Delhi

Date

LARAIB AHMAD NEYAZI