

# Mohd Yusuf

## Senior Hr Recruiter

Delhi, Delhi

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+917906950896

Willing to relocate to: Delhi, Delhi - Gurgaon, Haryana - Noida, Uttar Pradesh

## Work Experience

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### Senior Hr Recruiter

Green Go Corporation - Delhi, Delhi

April 2019 to March 2020

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 follow-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.

### **Hr Lead Recruiter, Placement Coordinator**

Human Rises Services - Rampur, Himachal Pradesh

April 2017 to January 2019

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.

## Education

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### **Bachelor in Mahatma Jyotiba Phule Rohilkhand**

University Board - Bareilly, Uttar Pradesh

2020

### **CBSE in Board**

National Institute of Opening Schooling - Noida, Uttar Pradesh

2017

## Skills / IT Skills

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- HRIS/ Empower  
Attendance Process  
Orientation & On-  
Boarding

Recruitment & Selection

Employee Information  
Portal / DMS System  
Full & final leave and Exit  
Formalities  
Rewards and Recognition  
Computer Proficiency

Power Point 2010

Word 2010

Excel 2010 (2 years)

- Recruitment, Interviewing, screening, Employee Relation, Customer service, Scheduling, and Teamwork, collaboration, communication and Project management. (2 years)
- Have Experience in Microsoft Office.

## Online Profile

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<https://www.linkedin.com/in/mohd-yusuf-5849181b2>