

Mahtab Imam

HR & Recruitment Executive

Delhi, Delhi

mahtabimam4_roh@indeedemail.com

+91-7544097363

⇒ A HR & Recruitment Professional with 6+ years of National & Overseas experience & professionally qualified with Master of Business Administration (MBA -HR) an innovative, self-starter, having passion towards learning new things, good in relationship management, self-motivator, believes in planning and doing things differently & believe in accomplishing goals.

⇒ Expertise in formulating and benchmarking best HR Practices, Talent Acquisition & Development, Recruitment, , Competency profiling// mapping processes, HRIS/Data Management & Generalist Profile.

⇒ Formulating and implementing the assigned task with strategic approaches, team building and strive excellence at all times for the organization success and emphasis on self- career growth with sense of learning attitude.

Work Experience

HR & Recruitment Executive

Invent ITS (IT Company) Bahrn

August 2016 to October 2019

Invent ITS is one of leading IT company in Bahrain. Invent provides IT Services including: Software Development, Hardware and Networking, Web Technologies (Design, Hosting and Development), online e-marketing and ERP Solutions. The company explore in the service of Customized Application & Software development, Online Promotion of E-marketing, Onsite support & maintenance, website design, SEO and Online Development Services, VPN & Private Cloud Services, Project Management & IT Consultancy.

Job Description / Duties & Responsibilities:

- Facilitate the focused INVENT ITS HR Talent Management / Recruitment policy in partnership with management to ensure quality and competent staff member are employed. This includes managing the recruitment life cycle, encompassing sourcing, selection, assessment and appointment.
- Monitor status of each requisition (open to close) keep Update and report to HR Manager
- Communicate with line departments, employment agencies and potential candidates by answering all queries at all stages of the recruitment process.
- Manage all recruitment and selection processes, which involve providing advice to management with respect to internal/external sourcing and screening of applicants.
- Coordinate with concerned Head of Department and Line Managers regarding potential CV reviews.
- Conduct full recruiting process such as writing and posting of jobs, perform telephone screening interviews, schedule and conduct 1st and 2nd round interviews.
- Coordinate and schedule Personality Assessment test for the senior selected candidates.
- Focal point to communicate interviews results to all stakeholders.
- Able to headhunt and approach suitable/potential candidates.

- Provide support and guidance to INVENT ITS new joiners in HR formalities, processes and time frames.
- Handling all Recruitment related issues in business unit / division in partnership with relevant line managers.
- Developing and oversee the implementation of policies, procedures and controls covering all areas of the HR related activities so that all relevant procedural /legislative requirements are fulfilled while delivering a quality and cost-effective services.
- Defining an optimum organization structure for the HR department so that resources are optimally utilized and communication can take place in an efficient manner.
- Maintain the confidentiality of all sensitive Information.
- Updating the all new staff details in HRMS.
- Maintain MIS report and other operation report.
- Handling all the documentation matter of employees
- Monitor the renewal of contracts for employees
- Monitoring and tracking employee probationary periods
- Monitor the attendance and vacation status of the employees
- To administer leave applications, employee attendance & ensure proper reflection of the same in payroll.
- Processing the Final Settlement and Issue of employment certificate to the Employee
- Conduct Exit Interview and analyses the exit trend and advise the management on retention
- Liaise with department heads for the smooth functioning of Operations and ensure to offer enough support to achieve the company's overall objective
- Develop recommendations to resolve employee problems, conflicts and identify appropriate solution by reducing risk and ensuring legal compliance
- Coordinate with senior management in regards with promotions, demotions and transfers based on employee's performance assessment.
- Assisting with day-to-day HR related questions.
- Report to management and provide decision support through HR metrics
- Counselling management on staff discussions regarding retention
- Nurture a positive working environment

Experience: 2

Recruitment Consultant

Anlage InfoTech - Noida, Uttar Pradesh

August 2012 to July 2016

Anlage InfoTech a well reputed and recognized Recruitment & Staffing company mainly in the business of Recruitment Process Outsourcing, Executive Search & Placement, specialized training & development and staffing services available for India and International clients (Gulf countries & MENA Region) Specialized in Multiple industries like- Construction & Engineering, Oil & Gas EPC, Petrochemical, Refinery, Infrastructure, Aviation, Facilities Mgt, Hospital/Healthcare, Food Industry, Banking, IT & Education.

MAJOR CLIENTS LISTS: TEXAS INSTRUMENTS, INFINERA, QUALCOMM, SCHNEIDER ELECTRIC, LGSOFT, HSBC, CITRIX, STMICROELECTRONICS, AMD, SAMSUNG ENGINEERING, SAUDI BINLADN, UNIMAC, QATAR PETROLEUM, GULFAR, GMR, ARAB OPEN UNIVERSITY, INDIGO, SPICEJET, FORTIS, APPLLO, ICIC BANK & HDFC BANK

Job Description / Duties & Responsibilities:

- Sourcing candidates through different channels of Recruitment like various Job Portals (Naukri (Gulf / India), Monster (Gulf / India), Professional Sites, and Database.
- Define Sourcing Strategies against each defined JD like Job Portals/ Networking/Walk-Ins/References/ Internal Database/Job Posting/Headhunting/Mapping/company career sites/Trade fair or campus/ Social networking-LinkedIn and other innovative recruitment strategies to close the position within TAT.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Understand the profile requirements in detail and identify the right talent pool based on the market mapping (target companies, experience, domain etc.)
- Following up with the clients for short listing of the candidates through telephonic interview/ personal meetings to assess their domain knowledge, skills, aptitude and communication level.
- Closing the vacant positions with the clients, ensuring proper fitments of the candidates in terms of job, level, location, salary and joining dates.
- Regular follow ups with the clients as per of the contract and ensuring collection of revenue within the time frames.
- Maintaining regular client/ candidates database, updating, internal MIS, preparing weekly and monthly reports.
- Sourcing for quality resumes and conduct initial HR round i.e. ASK (Attitude, Skills & Knowledge), judge suitability of the candidates with reference to work culture & environment, salary expectations, counselling candidates for compensation and Negotiate Salary if possible with selected candidates.
- Leverage innovative and social networking sourcing techniques to identify passive candidates and to build a pipeline of candidates based on the needs of the business.
- Sharing the job details and the company details and website with the potential candidates and ensuring that they understand the kind of company and the job they are applying as well as promote branding of the company.
- Checking for the feedback on the profiles sent to the client, by regularly sending feedback mails to the Recruitment Manager and arranging for interviews of the shortlisted candidates.
- Ensuring that the candidate is well prepared for the interview, advising him/her on dress code, sharing inputs/ information about the potential client, seeking help from the team leader to ensure that the candidate is well prepared or researching about the Company through Google and updating the candidate about the same.
- Coordinating for final closure and ensuring that the candidate sends the necessary salary documents such as salary slips, increment letters, appointment letters and references as may be desired by the client.
- Follow up with the candidate till the final closure, ensuring that all the necessary information required by candidate client is made available to them promptly.
- Maintain and update various trackers like sourcing trackers, position update, etc and other MIS as required for updating senior management on the progress. Assist in preparation of weekly / monthly / quarterly MIS and ensure that data provided is error free.
- Prepare the Recruitment plans, setting deliverables and maintained the recruitment sheet on timely basis.

Education

MBA in HR

L N Mishra Institute Patna - Patna, Bihar
 July 2010 to July 2012

Skills / IT Skills

Recruitment,