

# Ashraf K A Khan

Email: kaashraf2004@gmail.com

Mobile: +917204794850

**Seeking challenging Assignments in Administration & HR Jobs with a reputed organization preferably in Healthcare/Service/Banking/IT/ITES Sector.**

## Professional Summary

- Result Oriented professional with around **7+ Years of experience** in Permanent & Contract Staffing, Lateral Hiring, Leadership Hiring, Executive Search and Other functionalities in Recruitment Industry.
- **Certified HR Staffing Manager (V Skills).**
- An impressive communicator with honed interpersonal, team building, negotiation, presentation, convincing and analytical skills.

## Career Highlights

**Aug'15 to Nov'15 with Caritor Solutions India Pvt Ltd as IT Recruiter (Full Time).**

- Handling End-to-End recruitments in large numbers in competitive environment.
- Involved in full lifecycle of recruiting including searching, qualifying, scheduling interviews, rate negotiations, and closing.
- Evaluating employment factors such as job experience, education and training, Skills, knowledge and abilities and personal qualifications, and other data pertinent to making hiring decisions.
- Experience in handling Positions from middle levels to Top management level.
- Effectively using Personal Network, Built up Database, Internet and Employee referrals for prospecting
- Executing permanent and contractual hiring needs of clients for IT / Non-IT Clients.
- Negotiating with the clients and candidates for CTC and ensuring the joining of candidates.

**Company : BP Incorporate | Volantis Technologies | BMS Innolabs | Venpa Staffing Services |**

**Designation : Freelance HR Recruiter.**

**Period : November 2008 to Present.**

### Roles & Responsibilities:

- Handling End-to-end recruitments in large numbers in competitive environment.
- Involved in full lifecycle of recruiting including searching, qualifying, scheduling interviews, rate negotiations, and closing.
- Evaluating employment factors such as job experience, education and training, Skills, knowledge and abilities and personal qualifications, and other data pertinent to making hiring decisions.
- Experience in handling Positions from middle levels to top management level.
- Effectively using Personal Network, Built up Database, Internet and Employee referrals for prospecting.
- Scrutinizing resumes according to the requirement, short listing suitable candidates against requirements.
- Executing permanent and contractual hiring needs of clients for IT / Non-IT Industry.
- Involved in Permanent Staffing and Contract Staffing.
- Negotiating with the clients candidates for CTC and ensuring the joining of candidates.
- Generating weekly Reports

**Company : Maaruthi Medical Centre & Hospital Pvt Ltd;**

**Designation : Public Relations Officer.**

**Period : June 2003 to January 2005.**

### Roles & Responsibilities:

- Liaison with Govt Officers for handling any Medico legal procedures.
- Liaison with Insurance companies for canvassing & assuring Insurance policies assigned.
- Medical Service Marketing.
- Conducting camps & seminars to create awareness amongst the public pertaining to Aids, Diabetics & other life style related disease.
- Internal Administration.

---

**Company : Jansons MRI Diagnostics Pvt Ltd;**  
**Designation : Public Relations Officer.**  
**Period : July 2002 to June 2003.**

**Roles & Responsibilities:**

- Conducting seminars exclusively to doctors & clinical lab technician regarding the facilities & usage of various modalities like Colour Doppler, Mammography, MRI and CT scan.
- Medical Service Marketing.
- Internal Administration.

---

**Company : J.K Pharmachem Ltd;**  
**Designation : Trainee Microbiologist Officer.**  
**Period : February 2001 to May 2002.**

**Roles & Responsibilities:**

- Involved in Antibiotic Penicillin Production.
- Preparing Inoculum for Germinator and Pilot Fermentors in R&D.
- Checking the microbial conditions for Pre Germinator, Germinator & Fermentors.
- Check other chemical parameters like Mycelia Volume, Viscosity through Lab Analysis to support Production.
- Ensuring the sterility condition of the Lab through routine measures.
- Monitoring the Production level by obtaining the Broth periodically for HPLC Analysis.

---

**Education**

- Completed B.Sc. (Zoology) from Chennai University in 1998 with 76%
- Completed M.Sc. (Microbiology) from Bharathidasan University in 2000 with 69%
- **Certified HR Staffing Manager.**

---

**References**

- Poornima | HR Manager | Volantis Technologies Pvt Ltd | +919880411339 |
- Sheetal | HR Manager | Volantis Technologies Pvt Ltd | +919731399123 |
- Gaurav Kumar | Talent Acquisition | BMS Inno Labs Software Pvt Ltd | +91850200045 |
- Anita | Operations Manager | Venpa Staffing India Pvt Ltd | +919092125552 |

---

**Strength**

- Can work with 08 Hrs TAT for all Junior & Mid Senior level requirements.
- Can source any Profile equally through Free Portals & Social Networking Sites, if not available in Paid Portals.
- Can source Profiles at Global level for Executive Search / Leadership Hiring.
- Able Administrator.
- Analytical Thinker.
- Quick Learner.
- Dedicative & Hard worker.

---

**Personal Details**

- Date of Birth: 5th September 1977.
- Sex: Male.
- Religion: Muslim.
- Marital Status: Married.
- Relocate: Yes.
- Notice Period: Immediate.
- Mailing Address: # 12 | B.T.M 1<sup>st</sup> Stage | 12<sup>th</sup> Main Road | Bangalore | 560029 |
- Languages Known: English | Hindi | Urdu | Tamil |