

CURRICULUM VITAE

ANJUM BABBUKHA PATHAN

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CAREER OBJECTIVES

- “Passionate HR professional with a proven track record of building strong candidate pipelines and closing high quality hires, seeking to apply my expertise in a dynamic environment.”

WORK EXPERIENCE

Company Name: Credence Resource Management Pvt. Ltd

Designation: Executive – HR & Training

Duration: January 2025 – Till Date

➤ **Roles & Responsibilities**

- Recruitment & Head Hunting.
- Handling the full life cycle of recruitment, i.e., sourcing to salary negotiation and ensuring candidate joins the company.
- Sourcing suitable profiles through various job portals.
- Scheduling candidates for interviews.
- Screening the sourced profiles as per requirements.
- Obtain references and carry out reference checks, escalating issues as appropriate.
- Posting jobs on various job sites and social networking sites.
- Informing candidates about the results of their interviews and sharing real time feedback.
- Receiving and reviewing applications, managing interviews and creating a shortlist of candidates.
- Follow-up/co-ordination with potential candidates.
- Handling salary negotiation part with the candidate and the Onboarding team.
- Implementation of HR Policies of the company during the end-to-end recruitment process.
- Follow the code of conduct of the organization.

Company Name: Right Move Staffing Solutions Pvt. Ltd

RPO - Client – Vodafone (Pune)

Designation: Senior HR Executive (Operations)

Duration: August 2021 – February 2024

➤ Roles & Responsibilities

- Involved in full recruiting life cycle & end to end recruitment.
- Understanding client requirements and deciding on the recruitment strategy.
- Completed human resource operational requirements by scheduling and assigning Employees.
- Handling RPO (Recruitment Process Outsourcing) for @_Vodafone Client.
- Screening, Sourcing, Scheduling, Documentation, Letter of Intent, Salary discussion, Onboarding, Joining Formalities, Induction, IDFY-BGV Verification, offer release, Ready to hire end to end process.
- Having daily meets with the team in order to understand the progress and challenges of hiring.
- Sharing feedback with the team in order to maintain a stable process of recruitment
- Need to take care of candidates till On Boarding & Induction.
- Need to take care of candidates Joining Formalities.
- Conducting inductions for candidates who join the company. Cross checking of documents. Creation of EMP IDs.
- Following up with the recruiters & documentation SPOCs to close insufficiencies.
- Following up with Ops for the attendance to create the EMP IDs.
- Taking candidates through policies.

Company Name: Bajaj Allianz Staffing Solutions Pvt. Ltd

Designation: Operations Support (Sr. Executive)

Duration: October 2018 – August 2020

➤ Roles & Responsibilities

- Operation related work: Used to do analysis, PID, Receipting, Policy Insurance, Endorsement.
- About Insurance of Motor & Non-motor products.
- Punching policies for branch: Shopkeeper, Building, Motor policies.

TECHNICAL SKILLS

- ❖ MS WORD
- ❖ MS POWERPOINT
- ❖ MS EXCEL
- ❖ TALLY
- ❖ TYPING (30-40)
- ❖ MS-CIT

EDUCATION DETAILS

2018 – 2020	●	POST GRADUATION MBA in HR from PIMSE preserving first class
2016 – 2018	●	GRADUATION B. Com from Abeda Inamdar Sr. College with 66.46%
2014 – 2015	●	H.S.C From S.V.Union Jr. College with 68.73%
2012 – 2013	●	S.S.C From The Trinity High School with 70.65%

PERSONAL DETAILS

Date of Birth	●	09 Nov 1997
Gender	●	Female
Marital Status	●	Single
Nationality	●	Indian
Languages Known	●	English, Hindi, Marathi
Residential Address	●	Vishrantwadi, Jadhav Vasti, Kalas, Pune-411015

Declaration : I hereby declare that all the information furnished above is true and complete.

Place : Pune

Date :

ANJUM BABBUKHA PATHAN