CURRICULUM VITAE

ANJUM BABBUKHA PATHAN

Contact No: 8698776409 | E-mail: pathananjum210@gmail.com

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CAREER OBJECTIVE

Passionate HR professional with a proven track record of building strong candidate pipelines, managing onboarding processes, and closing high-quality hires. Seeking to apply my expertise in recruitment, people management, and stakeholder engagement in a dynamic environment.

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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, from sourcing to salary negotiation and ensuring candidate joining.

Sourcing suitable profiles through various job portals and cold calling passive and active job seekers.

Scheduling interviews, screening profiles, and shortlisting candidates as per requirements.

Conducting reference checks and escalating issues as needed.

Posting jobs on portals and social media, briefing candidates on job responsibilities, salary, and benefits.

Sharing interview results and feedback with candidates.

Coordinating and following up with potential candidates and recruiters.

Handling salary negotiations with candidates and coordinating with the onboarding team.

Implementation of HR policies during the recruitment process.

Conducting inductions for new hires and taking them through company policies.

Coordinating with Operations, recruiters, documentation SPOCs, and external stakeholders to ensure smooth onboarding.

Managing attendance follow-ups with Ops for creation of Employee IDs.

Cross-checking and verifying documents, scanning forms, and creating digital employee files.

Driving process improvements in onboarding workflows and ensuring compliance.

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Company Name: Right Move Staffing Solutions Pvt. Ltd (RPO – Vodafone, Pune)

Designation: Senior HR Executive (Operations)

Duration: August 2021 – February 2024

Roles & Responsibilities:

End-to-end recruitment life cycle.

Understanding client requirements and deciding on recruitment strategy.

Managing RPO (Recruitment Process Outsourcing) for Vodafone client.

Screening, sourcing, scheduling, documentation, LOI, salary discussion, IDFY-BGV verification, and offer release.

Conducting daily team meetings to monitor hiring progress and challenges.

Supporting candidates through onboarding and joining formalities.

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Company Name: Bajaj Allianz Staffing Solutions Pvt. Ltd

Designation: Operations Support (Sr. Executive)

Duration: October 2018 – August 2020

Roles & Responsibilities:

Operations analysis, policy insurance, endorsements.

Handled motor & non-motor insurance products.

Policy punching for various insurance products.

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KEY SKILLS

People Management

Stakeholder Management

Process Improvement

Recruitment & Onboarding

Employee Induction

HR Documentation & Compliance

Policy Implementation

MS Word, Excel, PowerPoint, Tally, Typing (30-40 WPM), MS-CIT

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EDUCATION

MBA (HR) – PIMSE, First Class (2018 – 2020)

B.Com – Abeda Inamdar Sr. College, 66.46% (2016 – 2018)

H.S.C – S.V. Union Jr. College, 68.73% (2014 – 2015)

S.S.C – The Trinity High School, 70.65% (2012 – 2013)

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PERSONAL DETAILS

Date of Birth: 09 Nov 1997

Gender: Female

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi, Marathi

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)