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

2016 – 2018

2014 – 2015

2012 – 2013

**PERSONAL DETAILS**

Date of Birth Gender Marital Status Nationality

Languages Known Residential Address

## POST GRADUATION

MBA in HR from PIMSE preserving first class



## GRADUATION

B. Com from Abeda Inamdar Sr. College with 66.46%

## H.S.C

From S.V.Union Jr. College with 68.73%

## S.S.C

From The Trinity High School with 70.65%

09 Nov 1997



Female Single Indian

English, Hindi, Marathi

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**