**CURRICULUM VITAE**

**ANJUM BABBUKHA PATHAN**

**Contact No :** 8698776409

**E-mail :** [pathananjum210@gmail.com](mailto:pathananjum210@gmail.com)

**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.

Cold calling passive and active job seekers.

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.

Briefing the candidate about the responsibilities, salary and benefits of the job.

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.

Developing and implementing different candidate sourcing strategies.

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,

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.

Need to take care of candidates Joining Formalities.

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**

2

2

2

2

018 – 2020

016 – 2018

014 – 2015

012 – 2013

**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%

**PERSONAL DETAILS**

Date of Birth

Gender

0

9 Nov 1997

Female

Marital Status

Nationality

Single

Indian

Languages Known

Residential Address

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**

