**CURRICULUM-VITAE**

**PRESENT ADDRESS**

**17/2, Joga bai extn**

**Jamia Nagar, Okhla**

**New Delli-110025**

**Other Contact details**

**Mob. No.+91-7905337614**

**E-mail:** [**saminaarif207@gmail.com**](mailto:saminaarif207@gmail.com)

**SAMINA ARIF**

**CAREER FOCUS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To associate myself with an esteemed organization where I can develop my positive potential and skills to its maximum which could cooperate in the achievement of the organizational goal.**

**EDUCATIONAL QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **High School :- I.S.C.E Board in 2013.**
* **Intermediate :- I.S.C Board in 2015.**
* **Graduation :- B.com University of Allahabad (S.S Khanna Degree College) in 2019.**

**COMPUTER SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

* **Basic knowledge of computer.**
* **MS-Office - Word, Excel, PowerPoint**
* **Internet**
* **Email handling with Outlook & Gmail.**

**WORKING EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Organization : ANRI Solutions HR Services PVT LTD**
* **Duration : December 2019 - Till Date**
* **Designation : HR Executive (Recruitments)**
* **Job Role : Recruitment & Screening**
* **Projects : Hiring for Clients in PAN India**

**JOB RESPONSIBILITIES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working as Human Resource Executive:**

* **Handling End to End Recruitment cycle starting from screening, Sourcing and Preliminary round of interview. Handling interview Process, rolling out offer, ensuring that candidate join at thew right time.**
* **Handling Mid & Senior Level hiring.**
* **Posting of Requirements on the Job Board i.e. Naukri and LinkedIn.**
* **Screening the profiles suitable for client’s requirement based on the salary offered and Experience in the industry, skills and assignments to be handled.**
* **Scheduling Job interviews and assisting about the interview process & self-involvement preliminary telephonic interviews with candidate to ascertain their (position, salary & Relocation, etc).**
* **Hiring for Pan India Location and achieving & Exceeding the target.**
* **JD Analysis, headhunting, references, recruiting candidates through job portals, networking, internal database.**
* **Handling IT & Non-IT Requirements, Major contribution in IT Requirements & hands on experience to work on contractual and permanent hiring.**
* **Lining up the candidates according to the parameters.**
* **Follow up with candidate till their joining date and post joining also.**
* **Posting the Requirements on the Job Boards.**

**HOBBIES & INTERESTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Reading Books**
* **Arts & Craft**
* **Watching T.V**
* **Interacting with people**

**COMPETENCIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

* **Fast learner. Adapt well to changes and pressures in workplace.**
* **Good presentation skills.**
* **Work effectively with diverse groups of people.**
* **Friendly with an upbeat attitude.**
* **Ambitious and committed to excellence.**
* **Committed to deadlines and schedules.**
* **Sincere with a high level of integrity.**

**PERSONAL DETAILS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s Name :- Mr. Arif Noor**

**Date of Birth :- 15.08.1996**

**Nationality :- Indian**

**Languages :- English, Hindi, Urdu**

**Marital Status :- Unmarried**

**DECLARATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I hereby declare that the given above statement are true to the best of my knowledge and belief and can be supported with reliable documents when needed.**

**(SAMINA ARIF)**

**Place:-**

**Date:**