**Haider Ali**

**8279910172**

**alih81724@gmail.com**

**Objective:**

To work with an esteemed organization that provides congenial work environment and where I can contribute towards growth of the organization using my skills and expertise.

**Summary:**

Responsible for placing qualified individuals to fulfill client needs. Analyze job orders to fully understanding clients specific needs and requirements, update job description to meet client’s explicit requirements. Identify and source top candidates through resume analysis.

**Career Achievements:**  
Experience as a Recruiter in IT with skills in qualifying, interviewing, reference checking, Strong client interaction.

**Skills:**

Microsoft Office, Microsoft Excel, Outlook, Leadership

**Professional Experience:**

**Savantis Solution LLP., Noida, UP Febuary 2020 to till date  
IT Recruiter**

**Responsibilities:**

* Responsible for full life cycle recruiting for Implementation partner’s like HCL
* Used Boolean search string to search, identify the right fit.
* Provide end to end recruitment; second level quality check of candidates to makes sure candidate is properly locked before submitting their profile to the client.
* Creating and posting requistions, reviewing resumes, following up on the updates through the hires.
* Maintain Company’s e-mail standards, initial communication with candidates etc as per company guidelines.
* Maintain monthly data in Monthly Master Tracker(MMT)
* Maintain ATS (Applicant Tracking System).

**HR Assistant** :-

* Maintain Daily Attendance
* Maintain Personnel File.
* Coordination from Different Department.
* Handling Time office
* Help HR Manager for Processing Salary like Monthly Attendance ,Leave forms ,OT Sheet ，Advance etc
* Ensure New Joiner ID Card ,Employee Code ,Documents, Master Profile，
* Ensure Training Schedule in time。
* Visitor Handling.
* Responsible for Recording and controlling for all system (whole company) documents
* Responsible for all system Manual, Procedures, Working Instructions, Forms/records preparation and updating according to the ISO.
* Responsible for Internal/Process Audit planning and conducting as per ISO.
* Responsible for the documentation preparation (Manual, Procedure and Aspect impact study for ISO implementation.
* Responsible for all system document and maintaining files.
* Ensure implementation and documentation associated with field corrections are sufficient and effective.
* Complete other temporary tasks assigned by the leadership.
* Maintain monthly data in Monthly Master Tracker(MMT)/ATS(Applicant Tracking System)

**Certification** :-

* MIS certification course from Daksh info pvt ltd, Laxmi Nagar Delhi in April 2019.
* HR Generalist training from ASAHR mangament ,Noida in November 2020.

**Education:**

Bachelor’s in Art(Sociology) from CCSU – 2019

**Deep Knowledge :**

* Creating and Compelling Job Description
* The Six Morning Habits of High Performer’s
* Salary design
* ESIC
* Provident Fund
* Payroll processing
* PW/MW Act
* Attendance and Leave
* Joining/Exit Formalities
* Performance management system

Date:………

Place: …….. HAIDER ALI