**QADIR MUKTHAR**

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Professional Summary

Organized Recruitment Specialist, MBA with 12+ years of progressive Human Resources experience in Multi-Faceted Business Environments. A highly effective Specialist who promotes positive and productive environments. Remains calm and collected in high stress environments with well versed in the strategic planning and execution of recruiting efforts. Collaborates well with human resources staff and hiring managers at all levels.

**Specialized in Hiring:** IT,Non-IT Hiring, Volume/Bulk Hiring, Campus Hiring & Leadership Hiring. Worked on various projects and International Hiring for Middle East, Egypt, Morocco, Tunisia, Europe, Philippines, Copenhagen, Hague, Egypt, Africa, Sri Lanka, Bangladesh & Pan India. Known for closing Niche requirements and creating best Recruitment Strategy and process Rationalization.

**HR Tools Worked**: Taleo, SAP, Success Factor, Omni Flow, Synergy, Abacus, HRMS, Talent Recruit, eRec & Citrix.

Skills

* Recruitment Life Cycle
* Employee Coaching
* Statistical Reporting / MIS
* People Management
* Leadership
* Stakeholder Management
* Client Management
* Vendor Management
* Negotiation
* Social Media Sourcing
* Head Hunting
* Certified Recruiter

Work History



**Resource Delivery Manager** Oct’18 to till date

**Proven SA, Saudi Arabiya Company (https://proven-sa.com/)**

* Responsible for complete Delivery of Recruitment Life Cycle for Pan India, Egypt and Middle East Region.
* Individual contributor & Managing a team size of 7 members based out in India, Egypt, Dubai & Saudi.
* Specialized in Hiring Niche roles within SLA.
* Creating Recruitment Strategy and plan.
* Responsible for Company Compliance and Policy.
* Stakeholder Manager & Revenue Development.
* Implemented Artificial Intelligence ATS tool for Recruitment.

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**Senior Recruitment Specialist** May’16 to Sep’18

**IBM India Pvt. Ltd, Bangalore**

**(Client Maersk Line)**

* Individual Contributor & Managed a team size of 12 Members includes Sr. Recruiters, Recruiter and Coordinators for India, Sri Lanka, Bangladesh, Europe, Denmark, Poland & Philippines Cluster.
* Responsible for complete Recruitment Life Cycle.
* Responsible for Delivery of Client Hiring demand fulfillment within SLA.
* Stakeholder Management front ending client and understand Hiring requirement.
* Distribute demands to team members and setting their target Weekly and Monthly.
* Defining Individual team member goals & objective to achieve the goal & measure their performance.
* Led the creation of recruiting plans for all open positions.
* End to End Hiring sourcing, screening, salary negotiation, offer generation & follow-up till joining.
* Posting positions through approved recruitment channels.
* Building strong relationship with respective stakeholder, Project Managers & validate actual skill required & support them in preparing JD as per Norms & Salary.
* Individual contribution in Sourcing, screening, interview, salary negotiation and joining.
* Creating Strategic Recruitment plan for team.
* Preparing various reports & presentations as per client and internal team regularly.



**Recruitment Analyst** Dec’14 to May’16

**Accenture, Bangalore**

* Worked as Individual contributor and Managed a Team size of 7 members for Health Care Sector.
* End to End responsible for Recruitment cycle sourcing, screening, salary negotiation, offer generation & follow-up till joining.
* Responsible to fulfill client & Inhouse Hiring requirement.
* Single Point of Contact for Client and internal Recruitment Team.
* Monitoring a team of Recruiters and Contractors to ensure pipeline target is achieved.
* Functioned as Lead Recruiter for the office of the Managing Partner.
* Achieved lowest offer declines.
* Evaluate new requirement with Hiring Manager & understand in detail.
* Vendor Management & Market Research to target specific talent pool.
* Specialist in Merger & Acquisition with rebadging of resources.
* Responsible for Analyzing data and publishing reports to Client and Accenture.
* Responsible for complete delivery of Business requirement for different verticals such as Accenture Strategy, Operations, IDB BU’s for creating recruitment strategy & closing the demand (Pan India).
* Vendor Management & Empanelment as per legal & compliance. Auditing billing rate for sourced profiles & ensures minimization of third-party support to save company cost.



**Executive Talent Acquisition** Nov’11to Dec’14

**Wipro InfoTech, Bangalore**

**HR Executive** Nov’07 to Oct’10

Wipro Technologies, Bangalore

* Started career as Sourcing Specialist & promoted as Recruiter.
* Managed completed Recruitment Life cycle from sourcing to offer release.
* Permanent and Contract Hiring for Pan Indian & Middle East region.
* Internal and External Stakeholder Management.
* Worked on Background Verification Project pre-employment & post-employment.

**Additional Projects**

* **Recruitment Process Automation Project** - Super admin for enabling user access and maintenance of 9500 contract resources for their contract termination, renewal & salary hike. Moving off-line records to System
* Contract resources agreement renewal, termination and Salary increment
* Vendor Management
* Process Excellence & Optimization
* Process Automation Specialist worked on SAP, SuccessFactor, RPA UiPath, BluePrism & AA

Awards & Achievements

* **Proven SA –** Recognizedfor High Value Contributor Award by CFO & Director.
* **Proven SA –** Achieved 100% Quarterly KPI’s award
* **Proven SA –** Excellence Award for Recruitment Automation Implementation
* **IBM** – Reduced SLA cycle from 55 days to 45 days.
* **IBM –** Received recognition certificate for closing high number of closures.
* **IBM –** Recognized by client for closing Bulk Hiring for Finance Department.
* **IBM –** Received monetary award for best performance in Team.
* **Accenture** – Achieved high number of closures every Month and **saved 1 Million Cost of the company** by Vendor reconciliation & resource planning. Recognized by Sr. Vice President, Global Head of Procurement and other Leaders at Accenture
* **Accenture –** High Performance Value Award
* **Wipro Technologies** – Recognized and Awarded for best performance (Feather in my cap) in BGV Department.

Certificates

* **Recruitment**
	+ Engaging Talent by Socialtalent
	+ Social Networks by Socialtalent
	+ Social Sourcing by Socialtalent
	+ Hiring Basics by Socialtalent
	+ Search Basic by Socialtalent
* **Technical**
	+ Implementation Made Simple for SAP SuccessFactors Solutions
	+ Diploma of Completion - RPA Awareness Training
	+ Diploma of Completion - RPA Developer Foundation Training
	+ Diploma of Completion - Business Analyst Training

Education Detail

**MBA (Post Graduation Diploma)** 2013

**Symbiosis Institute of Business Management**

Human Resource Management

**Bachelor of Commerce** 2011

**Bangalore University**

Human Resource

Personal Information

Name : Qadir Mukthar

Marital Status : Married

Date of Birth : 09/12/1989

Nationality : Indian

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