**CURRICULUM VITAE  
**

**Name :-Tauseef Mukhtar**

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**Work Experience**

**Executive- Recruitment**

**Hirexa Solutions Pvt. Ltd.**

**December 2019 – till now**

Roles & Responsibilities

* Demonstrated capacity to manage the complete recruitment cycle. End to End Recruitment process for multiple Accounts and Locations.
* Regular interactions with Hiring Managers, Account Manager and Team Leads in understanding the requirement and business needs.
* Proficient in job portals like Monster, CW Jobs and social networking like LinkedIn.
* Proficient with Ms Office (Excel, Word, Powerpoint, Outlook), maintained database and reports on tracking status for recruitment.

**HR Consultant**

**Project People Services Pvt. Ltd.**

**December 2015 – September 2018**

Roles & Responsibilities

* Proven track record of recruiting for Telecom, IT, Defense, Finace, Marketing and Sales for UK, Europe and US markets for and candidates from entry-level to high end positions and for various hierarchies and various skills.
* Demonstrated capacity to manage the complete recruitment cycle. End to End Recruitment process for multiple Accounts and Locations.
* Regular interactions with Hiring Managers, HR Manager and Team Leads in understanding the requirement and business needs.
* Proficient in job portals like Naukri, Monster, Job Site, Total Jobs and social networking like LinkedIn.
* Proficient with Ms Office (Excel, Word, Powerpoint, Outlook), maintained database and reports on tracking status for recruitment. Making daily team report in Excel.
* Market research, market survey and salary benchmarking. Worked in an ATS system (ITRIS).

**HR Recruiter**

**Poonam IT Consulting Services**

**December 2014 – November 2015**

Roles & Responsibilities

* End to End Recruitment process for multiple Accounts / Locations for various   
  hierarchies and various skills.
* Demonstrated capacity to manage the complete range of tasks involved in recruitment cycle.

**HR Executive**

**Medy Biz Services Pvt. Ltd.**

**October 2013 – October 2014**

Roles & Responsibilities

* Demonstrated capacity to manage all HR activities as HR Admin, HR Executive and HR Generalist as well as End to End Recruitment.
* Proven track record of accurately maintaining detailed employee records, making report in Excel, On boarding, Off boarding, assist in Payroll.

**HR Skills**

* Sourcing, Screening Resumes, Scheduling Interview, Internet Recruitment, End to End Recruitment, Permanent Recruitment / Contract Recruitment, 360 Recruitment, Talent Acquisition, Headhunter, Headhunting, Resourcer

**Recruitment Expertise In**

Datacentre, Cloud, IoT, Solution Architect, Architect, Consultant, Account Manager, Business Development  
IP, MPLS, IPv6, 2G, 3G, LTE / 4G,Optimization & Performance, UTRAN, RAN Support, Core, Networks, CS Core, PS Core, EPC, Deployment, Rollout, Swap, Implementation, Change, Incident, Problem, Service Manager, Service Designer, Network Architect, Network Design Engineer, Network Engineer, RF, Transmission Planning, Field Engineer, Splicer, Tower Technician, Foreman, Programme Manager, Project Manager, Coordinator, Director, Change, Incident, Problem, Service Manager, AI, Artificial Intelligence, Researcher, Data Scientist, Machine Learning, Finance Analyst, Accounts Assistant, Finance Business Partner, Finance Manager, Finance Director, Head of Finance, Marketing Assistant, Marketing Executive , Marketing Business Partner, Marketing Coordinator, Marketing Manager, Marketing Director, Head of Marketing, HR Executive, HR Assistant, HR Coordinator, HR Business Partner, HR Manager, HR Director, Head of HR, Recruitment, Talent Acquisition, Recruiter, Resourcer, Digital Roles, Communication Manager, Internal Communication Manager, External Communication Manager, PR Assistant, PR Manager, Communication Director, Head of Communication, Surveyor, Quantity Surveyor, Estates Manager, Facility Coordinator, Facilities Manager

**Education**

**Surana College (Bangalore University)**

MBA (Marketing & Human Resource)

**Dibru College (Dibrugarh University)**

Bachelor of Science (B. Sc.)- Bio Chemistry (Botany, Zoology, Chemistry), Majoring in Botany

**MG Academy of Science (Assam Higher Secondary Education Council- AHSEC)**

Intermediate (PUC)

**Languages-** English (Fluent)**,** Assamese (Mother Tongue)**,** Hindi (Fluent), Bengali (Working Proficiency)**,** Spanish (Learning)**,** German (Learning)

**I hereby declare that the above given information are true and to the best of my knowledge.**

**Place:-Bangalore Tauseef Mukhtar**