**Azhar Shaikh**

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# Career Objective:

A degree qualified HR professional who can oversee the attraction, induction, and retention of a company's employees. Maxine has a track record of identifying, proposing, and delivering process improvements to existing HR processes. I can respond to the current and anticipated future HR needs of a business. Right now, I am looking for a suitable position with an ambitious company.

# Career Summary:

* Having total 9+ years of experience with my studies
* Global Recruitment experience. (US, UK, Europe, India)
* Having 5+ years of Experience in IT / Non-IT Recruitment
* Experience of working within a unionized environment.
* Experience of working in the legal and professional services sectors.
* Having experience in all HR activities like joining process, Documentation, Problem resolving, Data Management. Induction, exit formalities, Policy Implementation. Payroll, Grievance.

# Areas of Expertise:

* IT & Non-IT Recruitment
* Employee Engagement Activities
* HR Administration
* Bulk Hiring
* Campus Recruitment
* Training & Development
* Proven ability to build relationships at many levels
* Team Management
* Performance Management
* Vendor Management
* Payroll

# Qualification summary:

MSW (HR) 2016

BCom 2014

# Professional Experience:

**Msys Technologies LLC**

# Sr Talent Acquisition Specialist June- 2022 to Present

* Responsible for recruitment as per company requirements.
* Team Leading, Team Management
* Sourcing
* Performed the hiring process in time-sensitive environment
* working directly with hiring managers for the clients.
* Requirement Like: Data Engineer, Scrum Master, Automation Engineer, GL tester, Mart Tester, ASL tester, ETL Tester, Java Developer, Consolidation Testing, Oracle FCCS Lead, Team lead, Project Manager, Informatica MDM Developer, Informatica Administrator. Technical Recruitment, storage domain.

**Collabera Technologies**

# Sr Talent Acquisition Specialist Sep- 2021 to June 2022

* Responsible for recruitment as per company requirements.
* UK & Domestic hiring
* Team Leading, Team Management
* Sourcing
* Performed the hiring process in time-sensitive environment
* Working directly with hiring managers for the clients like Deloitte, IBM, Guidant Global.
* Requirement Like: Data Engineer, Scrum Master, Automation Engineer, GL tester, Mart Tester, ASL tester, ETL Tester, Java Developer, Consolidation Testing, Oracle FCCS Lead, Team lead, Project Manager, Informatica MDM Developer, Informatica Administrator. Technical Recruitment.

# Freelance Recruiter July 2020 – Sep 2021

* Responsible for recruitment as per company requirements Bulk Hiring
* Lateral Recruitment
* Technical Recruitment
* Non-It Recruitment
* Tie up with Ngo, Institute, and Colleges.

# First Source Solution Pvt Ltd

**Executive- Talent Acquisition April 2019 - July 2020**

* Responsible for recruitment as per company requirements
* Responsible for day-to- day HR Activities
* Vendor management
* Bulk Hiring
* Tie up with NGO & Institution
* Managing Employee Data

# Open Eyes software Inc.

**Technical Recruiter Oct 2018 – April 2019**

* Full Cycle Recruiting of senior/Mid-level Employee.
* US Hiring, Domestic Hiring.
* Evaluate candidates’ strengths compared with requirements by, evaluating, screening, and interviewing candidates
* Complete necessary pee-employment processes including reference checks and background/drug tests.
* Consistently source and deliver candidates with difficult and hard to find skill sets
* Search and recruit quality candidates via database searches, Internet resume banks, job postings, job boards etc.
* Recruitment of passive candidate through “outside of the box “methods

# Cogent E Services

**HR Executive Jun 2017 – Oct 2018**

* Attending disciplinary, grievance and capability meetings.
* Writing up job descriptions, performance reviews and personnel policies.
* Providing a comprehensive HR support service to work colleagues, employees and the company.
* Supervising less experienced members of the team.
* Determining HR department’s requirements.
* Overseeing the employee benefits scheme.
* Recruitment (Mass Hiring)
* ER Activity
* Tie up with Ngo, Institute, and Colleges.

# Aditya Birla Minacs

**Trainer & Team Leader Dec 2010 – Nov 2014**

* Training and development
* Product & Process Training
* Team management
* Performance management
* Quality Management
* Making Training agenda with Client

# INTERNSHIP:

* Worked as a HR Trainee in ESIC Hospital
* Worked as HR Trainee in Kocher Info Tech
* Worked as social Worker in Zankhariya Village
* Worked as a Social worker in Friend society NGO

# Project Work Project: 1

**Title: A Project on HRMS and Filing in Kocher info tech Description**: HRMS system awareness and satisfactory to employee **Duration**: 45 Days

**Team Size**: 100

# Project: 2

**Title**: A Project on Job satisfaction of employees in ESIS Hospital (ESIC) **Description**: Employees are satisfying with their job, salary, Workplace, superior. **Team Size: 100**