



MOHAMMED SHOAIB

HUMAN RESOURCES PROFESSIONAL

PROFILE SUMMARY

Driven Human Resources Professional with 2 years of proven experience in Recruitment Function. People oriented with a knack and balance for talent acquisition, networking, recruiting and analyzing business. I am adept at helping an organization to recruit at scale with strong problem-solving skills and a data-driven analytical approach.

Well-versed in Recruiting for various industries like Information Technology, FMCG/CPG, Healthcare, and Investment Banking. Experience in hiring for Greenfield projects, Shared-services center for high portfolio clients.

SPECIALIZATIONS

IT & non - IT Recruitment
Recruitment Planning
Client Engagements
Competency Mapping
Competitor Analysis
Business Process Improvement
HR Operations
MIS & Reporting

PERSONAL SKILLS

Positive attitude
Reliable and professional
Transferable skills
Interpersonal skills
Time management
Conscientiousness
Wear multiple hats

CONTACT INFORMATION

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CAREER SUMMARY

Allegis Global Solutions

Recruitment Relationship Manager | October 2019 - Present

- Staying ahead of the curve by forecasting hiring demands while partnering with the business to design a recruitment plan leading to timely targeted closure of mandates.
- Strategizing sourcing for meeting the target hire numbers by efficient and consistent pipe-lining through various hiring portals, professional networking sites, internal hiring mechanisms like Sourcing jams, IJP's and Referral campaigns.
- Recommending enhancements and simplification of existing Talent Acquisition processes and procedures based on experience with stakeholders.
- Managing stakeholders by ensuring weekly connects to discuss current and projected candidate pipeline and offer updates. Problem solve the hiring challenges by educating the hiring managers via throughput data, peer group comparison, competitor/industry talent mapping.
- Providing efficient high-touch experience for every candidate from the application stage to on-boarding (evaluating skill level, driving the interview process and offer process, including reference checks and closing of candidates and negotiating complex compensation packages).
- Working on pre on-boarding procedures in coordination with the HR operations team for issue of appointment letters, BGV initiation, new joiner formalities, assets and access initiations, relocation procedures.
- Guiding and supporting other team members in meeting the SLAs, who are not in reporting structure and lead process improvement projects as and when required.
- Hiring dashboard presentation in weekly/ monthly/ quarterly meeting with business leaders to provide requisition wise update. This is achieved by regularly maintaining MIS and ATS.

Talent Assessor | August 2018 - October 2019

- Closed critical positions as an Individual contributor and effectively managed and achieved targets on time. partnered worked with the Business leaders to understand KRA and requisition requirements.
- Targeted sourcing and company mapping, market intelligence.
- Headhunting, referencing, networking for Niche positions.
- Sourcing, screening, scheduling and offer follow-ups.

SOFTWARE TOOLS

Workday
Kenexa
Taleo
MS Office Suite

OTHER ACTIVITIES

Volunteering
Travelling
Event Management
Socialising

NOTABLE HIGHLIGHTS

- Best Delivery Award - Successfully hired the pilot batch in the Medical Devices space for Becton Dickinson's greenfield project.
- Cracked accounts for high demanding clients like Corning Incorporated, Becton Dickinson by placing 1st candidate.
- Hired pilot batches for PepsiCo GBS in IT space catering for various modalities.
- Promotion - was awarded by a double promotion for performance and delivery.
- Supported different RPO's both On-site (PepsiCo, Becton Dickinson) and Off-Site (Deutsche Bank, HSBC, DXC Technology, Corning).
- Planned and executed campaigns for various hiring projects.
- Saved TAT by coming up with efficient methods and tools in recruiting.
- Published papers on "Impact of Gig-Economy and Uberization on Recruitment", "Conflict Management in Work teams" and "Impact of Cashless Economy: Urban vs Rural India" during MBA course.

SUMMER INTERNSHIP

CareerNet Technologies Pvt Ltd

IT Recruiter | March 2018 - May 2018

- End-to-end IT recruitment.
- Built a positive relationship in an active network of partners internally and externally.
- Hired Talent for IT MNCs, E-Commerce, Start-ups.

ACADEMIC HISTORY

Master of Business Administration

M S Ramaiah Institute of Technology (2016 - 2018)
Focused on HR & Marketing

Bachelor of Engineering

Visvesvaraya Technological Univeristy (2012 - 2016)
Focused on Computer Science & Engineering