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| ZAINAB ALI RASTHI**Contact Details:** **Current Location:** Flat No. 202, Al Tufayl Residency, Panjetan Colony, Beside Old Post Office Lane, Darulshifa football ground,  Darulshifa, Telangana, Hyderabad – 500024.**Mobile no:** +91 8978786110**E-mail:** zainabalirashti@gmail.com  |   |
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**Brief Professional Profile**

A versatile, analytical, self-motivated & hard working employee with a hands-on approach that always perseveres to achieve the best results. Able to collect and analyze information & digest facts/figures. Excellent communication, negotiation and liaison skills.

**Experience:**

1. Working for Randstad Offshore Services (ROS) as a Technical Recruiter (US Staffing) in Hyderabad, India from 3-June-2019 to 28-May-2021. Source & Screen for 6 different clients in Randstadsourceright.

2. Worked as a Virtual Customer Service (VCS) in Amazon for UK Emails, in Hyderabad, India from 11-September-2017 to 12-July-2018.

3. Worked as a KYC Analyst in HSBC in Hyderabad, India, from 7-May-2015 to 13-October-2016.

4. Worked as a Telesales coordinator & administrator in Aro General Trading LLC in Dubai, UAE from 13-April-2014 to 01-September-2014.

5. Worked for AO Tax for 6 months on a contract basis as a Tax Consultant from November 2013 to May 2014.

**Education:** M.B.A (Finance) with sound research and study background in Finance & marketing in 2013.

**Technical Expertise**

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| MS Office upgrade versionUse of the Internet as a research toolService & Retail marketingExpertise in recruitment.  |

**Career Mission**

To pursue a highlyrewarding career, seeking a job in a challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. I want to be hired as a team leader.

**Work Experience History**

**My job responsibilities:** Randstad Offshore Services (ROS); Hyderabad, India.

* Working with USA Clients.
* Expertise in Bullhorn, Indeed, LinkdIn, Monster, Talent Nation & GreatPeople
* Achieving daily email targets with quality.
* Ensure all follow-ups are resolved within a given SLA.
* Research sourcing of candidates as per Strings & well know the usage of Indeed, Monster, LinkedIn, Great people, Talent Nation.
* Mentoring team.
* Working with USA Clients like Sunrun, Areas, AGCO, Retail Data, Ball Corp & Merck Milliporesigma Did Sourcing & screening of the candidates & schedule them for the interview.
* Got 33 hires from all different clients in 7 months.

**My job responsibilities:** Amazon; Hyderabad, India.

* Handling emails inquiries from UK Amazon customers.
* Achieving daily email targets with quality.
* Ensure all follow-ups are resolved within TAT.
* Research issue as per Standard Operating Procedures.
* Expertise in USA Staffing & mentored the team as well.

**Professional Certifications & Academic Education**

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|  **Sr.** | **Certification / Degree**  | **Institution / University**  | **Major Subjects**  | **Passing Year** |
| 1 | **MBA** – Master in Business Administration | St. Pious X PG (MBA) College or women,Osmania University. | Finance & Marketing | 2013 |
| 2 | **B. Com** – Bachelor of Commerce | Mother’s Degree college for women,Osmania University. | Commerce  | 2010 |
| 3 | **High School** | Mother’s Jr. College for Girls,Board Of Intermediate. | Civics, Economics& Commerce | 2007 |
| 4 | **SSC** – Secondary School Certificate | Knowledge High schoolBoard of Secondary Education, Hyderabad. |   | 2005 |
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**IT Skills & Other Certifications**

* MS Word, advanced Excel, PowerPoint and e-mail applications(MS. Outlook & mail2web)
* Paper Presentation.

**Personal Information**

Father’s name Ahmed Ali Rasthi

Date of birth 14th January 1989
Gender Female

Languages known English, Hindi, Urdu & Telugu

Nationality Indian

Religion Muslim
Marital status Married

Children 2 (Daughters)

Joining time immediately

Last drawn CTC Rs.6 Lakhs per annum (ROS)

Expected CTC Rs.8 Lakhs per annum