



FIRDOUS QURESHI

PROFILE

A passion for helping people. I am a highly motivated and results-oriented individual with excellent communication and interpersonal skills. I am confident that I have the skills and experience necessary to be successful in this role.

WORK EXPERIENCE

CELEST RECRUITMENT SOLUTION

06/2022- 10/2022

Human Resource Recruiter

Schedule interviews: Contact candidates to schedule interviews and coordinate with hiring managers.

- Recruitment, cold calling, reporting, posting jobs, manage leave and attendance of the employee's.

MIDEAST PIPELINES PRODUCTS

11/2022- 11/2023

Human Resource Recruiter

Schedule interviews: Contact candidates to schedule interviews and coordinate with hiring managers.

- Working with cross-functional teams to improve processes
- Recruitment, cold calling, reporting payroll, posting jobs, manage leave and attendance of the employee's.

EDUCATION

INDIRA GANDHI OPEN UNIVERSITY

Pursuing

Bachelor Of Arts English Honors

JAMIA MILLIA ISLAMIA

2021 - 2022

Intermediate

JAMIA MILLIA ISLAMIA

2019 - 2020

Matriculation

DIPLOMA

INDIAN INSTITUTE OF COMPUTER SCIENCE

2022 - 2023

Diploma in computer application and programming

SOFT TECH COMPUTER EDUCATION

2021 - 2022

Diploma in computer application

CONTACT

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EXPERTISE

Graphic design,
website design

Basic computer skills

Communication skills

Teamwork skills

Self-learning skills

Ability to team handling.