

HIBA ZAIDI

Contact

Dedicated HR Recruiter with over 2 years of hands-on experience in recruitment, employee relations, and policy implementation. Proficient in managing HR processes, addressing employee concerns, and ensuring compliance with regulations. Known for strong communication skills, a proactive approach, and a commitment to enhancing organizational culture.

Noida, Uttar Pradesh
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Work Experience

Associate Healthcare Recruiter, Rang Healthcare, Noida

May 2024 - Present

- Sourced candidates using CareerBuilder, Monster, Facebook, LinkedIn, and Indeed.
- Crafted engaging recruiting emails to attract passive candidates.
- Updated job ads and conducted thorough background checks.
- Provided shortlists of qualified candidates to hiring managers.
- Extended job offers and addressed compensation and benefits queries.
- Conducted job and task analyses to define job duties and requirements.
- Utilized sourcing techniques such as social media recruiting and Boolean search.
- Filtered and compiled top candidates for various positions, including nurses and allied health roles.

July 2023, till March 2024 , Unemployed (Health issue)

US Recruiter at Pride Now, Noida Uttar Pradesh

April 2023-June 2023

- Managed the full recruitment process for clients in the US.
- Collaborated with recruiting leads and hiring managers to meet staffing needs.
- Worked on global hiring programs with a strategic focus.
- Developed action plans to find the best candidates for the organization.
- Recruited for various IT positions using specialized IT platforms.
- Conducted interviews, documented results, and reported as needed.
- Coordinated with other departments to support the company's growth.

HR Recruiter at Birchstreet Systems, Noida Uttar Pradesh

April 2022- April 2023

- Screening potential employee's resumes and application forms to identify suitable candidates.
- Collaborate with hiring managers to understand staffing needs and ensure timely fulfillment of vacancies.
- Updating company databases by inputting new employee contact information and employment details.
- Prepare Word, Excel and PowerPoint documents Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR related matter. bit of body text

HR Executive at ZTell, Agra Uttar Pradesh

Feb 2021 - March 2022

- Coordinate the recruitment process including job postings, screening resumes, scheduling interviews, and conducting interviews.
- Handling incoming calls and other communications.
- Recording information as needed.
- Updating paperwork, maintaining documents, and word processing.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases

Skills

- Strong organizational and time-management skills.
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Adaptability and Flexibility Problem-Solving Skills

Educational Background

- B.Ed. DBRAU - 2020 -2022
- Bachelors in Art DBRAU - 2017-2020
- Intermediate St Georges College Agra 2015-2016
- High School St Georges College Agra) 2013- 2014

Additional Information

Languages

- English
- Hindi
- Urdu