

# Name: Aamir Khan

Email ID: [aamirkhanruls@yahoo.com](mailto:aamirkhanruls@yahoo.com)

Mobile: +91-8979145932

LinkedIn- [www.linkedin.com/in/aamirkhanruls](http://www.linkedin.com/in/aamirkhanruls)

Address: Gurugram-Haryana.



I have a consultative and curious approach to talent acquisition and infrastructure. I am proficient in finding and attracting talent through Online platforms and professional networks. I have been involved in Hiring Niche Talent with topmost Fortune-500 Companies. I am technologically savvy with expertise in ATS/CRM systems, social media, LinkedIn Recruiter and other direct sourcing tools. I am proficient in Microsoft office including excel, word, Skype for business and outlook. I am a strong communicator both verbally and in writing. I have superior ethical and compliant standards of business practice. I have strong analytical, time management and organization skills to order and prioritize a demanding workload. I am an avid team player supporting my colleagues in talent acquisition for critical and urgent positions as needed, the HR team and wider business on TA&M requirements. I am a commercially astute recruiter with fierce negotiation skills. I excel in a diverse, multicultural, inclusive and multinational environment. I am enthusiastic, approachable, passionate, flexible, responsive and available to meet the demands of my job. I work well under pressure and rise to the challenge of tight deadlines and/ or difficult to fill roles. I can adapt and deliver within a fast-paced work environment.

Specialization- Infrastructure Recruitments (Railway/Metros/Energy/Power Distribution) | Technology Recruitment (IT) | Contractual & Permanent Hiring | Client Management | CVs-Sourcing, Screening, Shortlisting | Indian Payroll Management | Team Handling | Vendor Portals / Taleo's | HR Analytics | MS-Office | G-Suits | Office 365 | ATS/CRM Tools | Advanced Excel | HR Dashboard.

## Work Experience: -

(4 Years)

Voyants Solution Pvt Ltd.

Gurugram (Haryana)

Oct-2023 -- Till Date

### Senior Executive- Human Resources: -

- Involved in end-to-end recruitments for **Railway, Metros, and Energy/Power Projects (EPC/PMC, PMS, PSSA, RLDA, PMA, AE, TPQMA, REC, RDSS, PSS, GCE, etc.) in India and abroad**, including, Sourcing, interviewing, documents check, salary negotiations, and scheduling interviews with hiring managers.
- Managed **payroll processes, releasing offers and joining letters**, handling document formalities, and preparing detailed salary annexures.
- Led hiring efforts for **bidding and post-bidding project phases**, coordinating with site project managers for immediate onboarding.
- Supported corporate HR activities, such as organizing events and celebrations, and presenting monthly HR department reports with innovative ideas.
- Engaged in **HR Analytics** to maintain accurate data and track candidate progress and **working closely with Departmental Heads**.
- Utilized HR tools for data-driven decision-making and collaborated with cross-functional teams to align HR strategies with business goals.

### Key Skills and Competencies:

**Talent Acquisition**, Recruitment and Interviewing, **Payroll Management**, Project Coordination, **HR Analytics**, Employee Engagement, Corporate **HR Activities**, Data Management, Salary Negotiation, **Onboarding Processes**, Cross-functional Collaboration, Process Improvement, **Advanced Excel, ATS**.

Unique Occupational Services Pvt Ltd.

Noida-Uttar Pradesh

Jan-2021-Oct-2023

### Team Lead – Recruitments: -

- Managing Overall External Recruitments for our clients based all over India.
- **Handling E2E Recruitments cycle from taking open recruitments from clients till delivery.**
- **Managed a team of 4 Talent Acquisition executive's also working as Individual Contributor.**
- Discussing Requirements with Sr. Management or clients and laying down recruitment strategies for the same.
- Managing recruitment activities through different channels like Networking, Headhunting, **social media, LinkedIn, Naukri.com**, etc.
- Distributing requirements to the team member and posting job aids on portals & staying on top of it & ensuring the desired numbers are achieved within deadlines.
- Act as a **POC with clients** and involved in meetings/Seminars with the HM for a better understanding of the requirements.
- Handled Multiple drives / Roles at the same time.
- Preparing the reports on a daily, weekly basis and sharing with the managers on hiring plans and achievements.
- Candidates reference check, keeping backup & Pipeline candidate's warm, keep a tab on the offered candidates to evaluate whether they will join or not.
- **Involved in Technical rounds of interviews for our internal team.**
- Guiding Juniors / New Joiners in the team.
- Responsible for Domains- **EPC Projects, Railways (Gati Shakti), Metro, MEPF, Railway Station Redevelopment (RLDA), Public/Residential Building (Hospitals, Bus Stands), Water Division (JJM), Infrastructure Planning and Design, Energy/Power Projects (Rural Electrification Distribution), Transportation, Road, Bridges, etc.**

**Skills/Tools – Naukri Search, LinkedIn Recruitment, MS Office (Word, Excel, Outlook), G-Suits (G-Mail, G-Drive, G-Sheets).**

### Senior Associate- Recruitments.

- Involved in full life cycle of **Contract and permanent, Staffing.**
- **Source and screen resume** for positions across functions in client servicing for **Associate to Senior- Level Hiring.**
- Co-ordinate with candidates and clients to schedule interviews.
- Involved in mass recruiting events, for instance, recruitment drives, etc.

**Skills/Tools- Naukri Search, MS Office, G-Suits.**

**Key Accomplishment: -**

- Monthly Target Achievements in 100% Instances (60-80% Sourcing)
  - Recognized for my head-hunting skill as I always capable of finding and fulfilling the critical requirements.
  - Consistent positive feedback and appreciations from clients as well as employer organizations.
  - Got Appreciated for work done and received an award of excellence from the director of the company.
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**Certifications / Extra Curriculum Activity: -**

- Got **trained on LinkedIn as a Recruiter** by LinkedIn official trainer associated with UOSPL.
  - Attended training on **Resdex and RMS advanced features from Naukri official trainers** associated with UOSPL.
  - Certificate of Completion "**A Complete Guide to Indian Payroll Management**" From Udemy instructed by Tanvi Aggarwal.
  - Certificate of Completion Computer Hardware and Networking from IETT Institute Meerut
  - Certificate of Completion Advanced Computer Fundamental and Basic Internet from MICI Meerut.
  - Certificate of completion AutoCAD 2D & 3D from CADD Center Meerut.
  - Currently Involved in HR-Analytics using MS Excel for HRM, course from Udemy.
  - Stood Second Among 50+ Students in Computer Hardware course, Organized at IETT Institute Meerut.
  - Got AIR-65 in State Polytechnic entrance exam-UP.
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**Education-**

B.Tech-Civil Engineering from Dr. APJ Abdul Kalam Technical University Lucknow-UP.	72%	(2015-18)
Diploma Engineering (Polytechnic)- Civil Engineering from BTEUP-Lucknow-UP.	73%	(2012-15)
High School – Science from State Board-UP	68%	(2010-11)

**Personal Details: -**

DOB: 11-June-1997  
Gender: Male  
Marital Status: Un-married  
Father's name: Mohd Abdul Salam  
Languages Known: English, Hindi & Urdu  
Hobbies: Social Media, Listen to Songs, Internet Search.  
Religion: Muslim  
Permanent Add: Tarapuri Lisari Road Meerut-250002, UP, India.

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the authenticity of the above- mentioned particulars.

Place:  
Date:

Signature