



SHUMAILYA AHMAD

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Objective	Aiming to successfully leverage my skills and explore new opportunities.
Skills & Abilities	<p>Industrial Knowledge: Headhunting, Training, Executive Recruiting, LinkedIn, social media, Job Portals, Referencing, Networking, Client Relationship Management, Cold Calling etc.</p> <p>Tools & Technologies: Advanced Lean Six Sigma Yellow Belt, Microsoft Power BI Microsoft Excel, Power point and Word, Taleo, Workday, Turbo Hire.</p>
Experience	<p>HR Professional-TA Elements HR Services Aug 2022-Current</p> <ul style="list-style-type: none">▪ Responsible for headhunting talent for the investment bank, insurance, IT clients, and wealth advisory services in different domains▪ Handling end-to-end Recruitment Cycle right from Preparing the JD, Sourcing, Screening, Shortlisting, Training and Evaluating, Salary Negotiations, Reference Checks, Queries, Job Postings, and Preparing Job descriptions of new requisitions▪ Sourcing through various search engines like Naukri.com, Foundit, Shine, Indeed, and LinkedIn▪ Managing client interaction along with sourcing strategies, timelines, and deliverables for projects within stipulated timelines▪ HR Analytics- Analyzes data and statistics for hiring practices and compliance with employment laws and regulations▪ Prepares and analyzes data reports▪ Handling Niche Profiles and successfully delivered the critical hiring mandates on given TAT▪ Single-handed Target Achievement of TA-Contest offer numbers through the most effective and low-cost channels▪ Process training for all new joiners in the team, involved in assigning and briefing requirements to the team▪ Developed job descriptions, performance evaluations, and salary structures.▪ Well verse knowledge of dispute management, compliance with labor laws, wage rates, merit increases, overtime pay rules, exit interviews, summarizing reports for recruitment activities, collective bargaining and negotiations, employee relations

Education	<p>MBA (HR and Finance) Dr. A.P.J. Abdul Kalam Technical University Meerut 2022-2024 (Pursuing)</p> <p>Master in Chemistry Chaudhary Charan Singh University, Meerut 2020-2022</p> <p>Bachelor of Science Ramjas College, University of Delhi New Delhi 2017-2020</p>
Certifications	<ul style="list-style-type: none"> • Advanced Lean Six Sigma Yellow Belt • Microsoft Power BI • Udemy Course - For IT and Non-IT Recruitment • Internship - Human Resource Management Intern Leaders for Tomorrow - July 2020-August 2020 • Language Courses - Attended Workshop on GERMAN and FRENCH from July to September in 2020 in the event Bhasha Sangam Conducted by ABVP JNU • Internship - Worked as Content Writer and Developer at FIT Group of Institute.
Special Attribute	<ul style="list-style-type: none"> • Relationship Building • Ability to work independently • Leadership • High learning ability • Problem-Solving • Time Management • Specialized in Bulk Hiring • Communication and Collaboration
Declaration	<p>I hereby declare that the above information is true to the best of my knowledge</p>