

## CONTACT

AJMAN SHARJAH, UAE  
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## ABOUT ME

HR generalist improving recruitment, hiring and training processes for 6+ years, harnessing a vast knowledgebase, management expertise, and system optimization. Attention to policies and laws, active research and implementation of department enhancement and a metrics-driven approach will ensure BookEnds retain qualified, exceptional employees for years to come.

## SKILLS

Communication Skills  
Problem Solving  
Knowledge of Employment Law  
Recruitment and Selection  
Employee Relations  
Performance Management  
Training and Development  
Data Analysis

## LANGUAGE

English  
Hindi  
Marathi

## PERSONAL DETAILS

Date of Birth- 21/10/1986  
Marital Status- Married  
Nationality- Indian  
VISA- Visit

## HOBBIES

Cooking, Travelling.



## S H E R B A N U S H A I K H H R G E N E R A L I S T A S S O C I A T E

### E D U C A T I O N

Bachelor of Business Administration (2017)

February 2020 – August 2024

HR Generalist Associate  
SHARDA CONSULTANCY SERVICES MUMBAI

#### Roles & Responsibilities

Manage the full recruitment cycle, from job postings to interviews and onboarding.

Collaborate with department heads to understand staffing needs. Serve as a point of contact for employee inquiries and concerns. Facilitate conflict resolution and maintain a positive workplace culture.

Assist in developing performance appraisal processes and training managers.

Monitor employee performance and provide feedback.

Identify training needs and coordinate development programs.

Support career development initiatives for employees.

Ensure adherence to labor laws and regulations.

Update and implement HR policies and procedures.

August 2018 – January 2020

HR Recruiter cum Business Head  
PRIYA IT & HR SOLUTIONS MUMBAI

#### Roles & Responsibilities

Working with International Bpo for Technical process as well as for many different process.

Interacting with clients on daily basis for candidate interview, feedback and new requirements.

Sourcing and line up candidates for interview as according to client.

Hands on using different portals like shine.com, monster.com, naukri.com and timesjobs.com and job postings on quikr, babajobs and many other.

Responsible for the full hiring cycle - Requirement gathering, sourcing; pre-screening; coordinating for interviews, on boarding & relationship management.

Sourcing quality profiles - From the Job portals, internal data base, Employee References, Mass mail, Head Hunting etc to fill the vacancies and stimulating them to apply for the job.

Mapping of candidates according to requirement of the clients.

Screening and Short-listing profiles as per requirements of client.

Identifying the potential candidates matching the clients' requirement.

Briefing the candidates about the job profile, salary package, organization, etc.

Detailing with the candidate and finding more about his/her profile.

Formatting the skilled resume and forwarding it to the client in PC format and arranging the interview schedule with the client & candidate.

Maintaining resume database and details of candidates, which form an integral part of the recruitment exercise. SHERBANU

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