

About Me

Hello, I'm a dynamic professional with a strong background in HR Domain with more than 5.4 years of experience in Oil & Gas Industry, Petrochemical Industry, Pharmaceutical, FMCG, and Sales Industry.



KEY COMPETENCIES AND SKILLS

- Possess profound knowledge of systematic, disciplined & quantifiable approach towards HR Management.
- Handled End to end recruitment based on Daily, Weekly and Monthly requirements, conducted placement drives.
- Self-motivated team player capable of quick learning. Recruiting in all profiles on all sources Naukri.com & others Portal, personal source, internal reference etc.
- Client Interaction / Coordination.
- Proficient in lateral and contractual hiring.
- Goal oriented and hard working.
- Possess excellent communication and interpersonal skills.
- Ability to work in a team as well as independently with minimal supervision.
- Commitment to excellence and seeking to add value to an organization's HR function.



EDUCATION

Bachelor of Management Studies (BMS) - Human Resource | Mumbai University



EXPERIENCE

Officer HR | SENDAN International Company

Location: Jubail – Dammam, Saudi Arabia

FEB 2023 TO TILL DATE

Nature of Work

Managing end-to-end recruitment processes, both local and overseas, including sourcing CVs, shortlisting candidates, conducting interviews, salaries negotiating, issuing job offers, employee onboarding process, handling JOL and Wakala authorization, and overseeing mobilization and onboarding.

- Manage and oversee the entire end-to-end recruitment process. (Screening, Sourcing, scheduling interviews, salary negotiations & issuing offer)
- Source potential candidates through job boards and social media by posting job ads and connecting with potential candidates.
- Work closely with hiring managers to understand staffing needs and align recruitment strategies with organizational goals.
- Cultivate positive relationships with candidates throughout the recruitment process.
- Handling the Recruitment Agencies from India, Pakistan, Nepal, Srilanka and Philippines to fulfill the Manpower requirements.

- Single-handedly managing entire onboarding procedures for all new joining employees & updating in the ERP system.

- Authorizing, Monitoring & Cancelling of Wakala (Visa) through Enjaz System to Agencies in respective countries.
- Continuous follow-up with agencies to get the desired candidate's medical and visa completion for ensuring the timely process of deployment.
- Complete handling of visa management; ensuring appropriate documents for visa process.

- Ensuring the arrangement of ticketing, airport pickup, accommodation for new employees as per the mobilization details.
- Assisted in enhancing employee engagement by addressing concerns and resolving complaints, fostering a positive workplace culture and improving overall employee satisfaction.
- Contribute to the development and enhancement of the organization's employer brand

Projects - Overseeing / Handling complete recruitment for all organizational projects, including Saudi Aramco projects, Saipem projects and SABIC.

- DPCU Project at Abqaiq.
- KGP Plant – Berri Increment Package 1 Project.
- Abha Project, Yanbu Cured oil Project. Aramco.
- North Riyadh Bulk Plant (NRBP).
- Zuluf Onshore Oil Facilities Project.
- Building Works (PKG#1) For AMIRAL PKG 4.
- Install Diesel Water Removal Facility Ras Tanura Refinery Saudi Aramco, etc.,

HR Recruiter | Talent Linked Consultancy (INDIA)

JAN 2021 TO FEB 2023

- Responsible for entire recruitment lifecycle from recruiting till onboarding
- End to end recruitment for all clients from Executive level to Business Head Levels
- Interview lineups & Making interview Panels for various required location.
- Headhunting / Sourcing through various Job portals (Naukri.com /Monster), Networking, Database etc.
- Managing resourcing delivery for a particular function/specialism/business area, working with Hiring Managers to fulfill current and future resource requirements.
- Performing in-person and virtual interviews with candidates and panel at client location
- Follow up with candidates for joining formalities, salary negotiation etc.
- Maintaining database / Personal Files / Track of all contacted candidates.
- Negotiating contracts / salaries with client.

HR Executive | 91 Streets Media Technologies – PharmEasy (INDIA)

NOV 2019 TO MAY 2020

- Appointed as a Corporate Recruitment Executive responsible for delivering all facets of recruiting success throughout the organization from recruiting till onboarding.
- Coordinated with the Hiring Managers to identify staffing needs for the organization.
- Taking intakes from Hiring Managers and Team Managers and working closely with HMs to understand their requirements and make recruitment strategies, turnaround time (TAT) and deadlines to bring candidates on board.
- Assisted HR Manager in planning and executing the right strategy for recruitment at various levels by understanding the requirements of each process in the organization and implementing time bound sourcing strategies for providing high quality resources.
- Maintained a proper database of all employees as well as rejected candidates for future references etc.
- Issued and generated Offer Letter and Appointment Letters.
- Preliminary short listing and scheduling the interviews of the prospective candidates.
- Initiated in Employee engagement and employee retention activities.
- Resolving queries and grievances of the employees.
- Assisted in Induction and Training processes for all new batches.

HR Recruiter | Talent Linked Consultancy (INDIA)

MARCH 2019 TO AUG 2019

- Responsible for entire recruitment lifecycle from recruiting till onboarding
- End to end recruitment for all clients from Executive level to Business Head Levels
- Interview lineups & Making interview Panels for various required locations.
- Headhunting / Sourcing through various Job portals (Naukri.com/Monster), Networking, Database etc.
- Sending bulk emails / SMS through portals / cold callings.
- Performing in-person and phone interviews with candidates and panel at client location
- Follow up with candidates for joining formalities, salary negotiation etc.
- Maintaining database / Personal Files / Track of all contacted candidates
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

HR Recruiter | Data Link Consultancy (INDIA)

MARCH 2018 TO FEB 2019

- Handling end to end recruitment
- Designing and updating job descriptions as per client requirements.
- Using job portals (Naukri.com/LinkedIn) and references for shortlisting candidates.
- Follow up with candidates and scheduling the interviews.
- Keeping track of shortlisted, selected and rejected candidates.
- Follow up with candidates till joining.
- Co-coordinating with clients regarding interview schedules and new requirements.
- Handling walkin candidates and taking interviews

MS Office Skill: MS Word, MS Excel, MS PowerPoint, Outlook

CERTIFICATIONS:

- Naukrigulf Certified Recruiter – Issued Nov 2024
- Strategic Human Resource Management & Development – Alison Issued Dec 2024

Expertise In:

- Naukrigulf, Naukri India, Expatriates, LinkedIn etc.,
- Management Skills
- Salary Negotiation
- Leadership
- Recruitment
- HRMS – ERP
- Enjaz

Personal Information:

Date of Birth: 21/02/1995

Marital Status: Single

Gender: Male

Languages Known: English, Hindi, Malayalam, Marathi

Current Location: Jubail, Saudi Arabia

Nationality: INDIAN