

Acheivement & Certification

* Best recruitment Award by Adecco.
* Certification in HR analyst by Amity university .
* Diploma in Computer Appilication.

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INTERPERSONAL SKILLS

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| Training Management, ConfidenceTeam Member.Self MotivatedRecruitment. |  |  |

Linked .in//farman.jafri.1

Sourcing Manager **2019-present**

GROUPXIV SERVICES-VARANASI

* Analysing and communicating recruitment trends,results and insights to drive future recruitment activity
* Hiring Candidates for clients at thier respective locations.
* Responsible to client Aquisition by mails , meetings and through the LinkedIn and personal contacts.
* Handling Recruitment Team to help to close the open mandates.
* Trained Recruiter to closed the deals in spulated time frame.
* Using different medium to hire FOs ,mass Hiring and campus drive to close the temp hiring.
* Coordinate and established the contact with new clients and existing client to acquire more business.
* Good hands on portal Naukri.com, Shine &Indeed for polling the candidate to on board.
* Ensure the complete hire process from recruitment till onboarding the candidates.
* Monitoring and manging all the team activity on continuous basis, ensuring appropriate distribution of workloads across the team.
* Managing & maintaining all the MIS realted with recruitment tracker, Client Aquisition.

**EDUCATION**

**MBA** **2010-2012**

**JHUNJHUNWALA BUSINESS** **SCHOOL**

MARKETING &HR

**B.B.A.** **2007-2010**

**JHUNJHUNWALA BUSINESS SCHOOL**

MARKETING&HR

Power point

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MS Word, MS Excel

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SKILLS

Varanasi.

fahmijafri@gmail.com

9161884207

CONTACT

**Hardworking, focused and reliable personnel who wants to fully exploit abilities and experiences and contribute to the productivity and achievement of the esteemed organization.**

 *SYED FARMAN JAFRI*

**FARMAN JAFRI**

**EXPERIENCE CONTINUE**

**SALES TRAINER NOV-2017-AUG2019**

SBI CARDS. Varanasi

* Managed training and development for highly effective sales team.
* Assessed training program effectiveness on regular basis and improved upon deficient areas.
* Developed and led group training courses to align with corporate sales and service goals.
* Trained sales executive/managers on sales and account management practices to reduce process lags and enhance performance, efficiency and profitability.
* Designed and implemented sales training program and documentation.
* Used LMS to conduct training for sales employees and increase their productivity.
* Trained and mentored 50+personnel.
* Created and oversaw various training programs for sales mangers.
* Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals, resulting in 100%.

### jan 2014 – oct2017

## sr executive (l&D) Company – edu brand media pvt ltd, New delhi.

## Roles and Responsibilities

* Create and execute learning strategies and programs
* Evaluate individual and organizational development needs
* Implement various learning methods companywide (e.g. coaching, job-shadowing, online training)
* Design and deliver e-learning courses, workshops and other trainings
* Help managers develop their team members through career path.
* Track budgets and negotiate contracts
* Assess the success of development plans and help employees make the most of learning opportunities.
* Involve with sales persons to oversee and to make effective their work performance by OJTs.

### jan 2013- Dec-2013

## recruitment CONSULTANT Company – adecco india pvt ltd, varanasi.

## Roles and Responsibilities.

* Developed recruiting strategies to identify qualified candidates, utilizing specialized Naukri, monster tools.
* Maintained filing system of current, prospective and future positions.
* Evaluated strengths and weaknesses of candidates through effective screening processes.
* Scheduled and conducted 20 interviews each week.
* Developed industry network to acquire up-to-date and relevant applicant sources.
* Developed and deepened relationships with college campus representatives to meet with graduating seniors for recruitment.
* Pre-screened resumes prior to sending to corporate hiring managers for consideration.
* Compiled and produced qualified candidates' information for executive & managers review and liaised between parties to coordinate formal, management interviews.
* Used Boolean searches to develop applicant portfolios for expected opening.

Extra curriculam Activites

* Member of AIMA faizabad.
* Runner up in Mr .JBS.Modelling at Management fest.
* Director and palyed lead Role in the drama „arms and the man“ by JB Shaw at Manfest faizabad.

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**EXPERIENCE CONTINUE.....**

## sr executive (HR & Training) JAN -2014 –NOV 2017

## edu brand media pvt ltd, New delhi.

* Partner with customers to get a clear view of their strategic and financial objectives and hiring needs
* Devise and carry out a targeted research strategy
* Research into clients companies, competitors, and marketplace
* Map role criteria define position description and document specifications
* Track and identify prospective candidates using a variety of channels
* Assess candidates to ensure qualification match, cultural fit, and compatibility
* Conduct confidential interviews, follow-up references, and check credits
* Present shortlisted candidates and provide detailed profile summaries
* Offer guidance and facilitate the negotiation process through to its completion
* Follow up with clients and assist with the candidate’s transition and onboarding process
* Network and build long-lasting client relationships
* Know your area of expertise (specialized industry or job function)
* Research and develop recruiting leads

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**EXPERIENCE CONTINUE....**



LANGUAGES

HOBBIES

ARABIC

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ENGLISH

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