



MOHAMMED SINAN

HR EXECUTIVE

Contact : +971562907967

Email : mohammedsinanms1999@gmail.com

LinkedIn : [linkedin.com/in/mohammed-sinan-60176b1b6](https://www.linkedin.com/in/mohammed-sinan-60176b1b6)

SKILLS

- Talent Acquisition
- Talent Mapping
- HR Management
- Candidate sourcing
- End to End Recruitment
- Candidate on boarding
- Documentation
- Conducting interviews
- Managing walk-in drives
- Team work and collaboration
- Bulk hiring

COMPUTER KNOWLEDGE

- Tally With GST
- Advanced MS EXCEL
- Ms Office

REFERENCES

Vishalakshi N
Associate Manager – HR
Square Yards

+919632901475

PROFILE SUMMARY

Strategic and self-driven HR Executive with demonstrated experience in managing employee relation, recruiting process and on boarding of new personnel. Exceptional interpersonal abilities, including excellent communication skills, strong attention to detail and accuracy and desire to succeed.

EDUCATION

Bachelor in Business Administration

Mangalore University, Mangalore India

2015-2019

Masters in Business Administration

Visvesvaraya Technological University,
Belgaum India.

2019-2021

WORK EXPERIENCE

Square Yards - HR Executive

Dec 2021 - Jan 2023

- Managed hiring Across 4 verticals and 25 roles during my tenure.
- Assisted with new employee on-boarding, and ensured all pre-employment forms were completed within 8 hours.
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires.
- Managed FNF Settlements.

Cover Letter

Dear Hiring Manager,

My name is Mohammed Sinan and I am writing to express my interest in HR recruiter / Talent Acquisition specialist position.

The depth of experience I can offer will contribute to your leading industry position. I'd love the opportunity to help take innovation modular to the top of the field.

My time at Square yards – I worked with a Real estate company, where it gave me the experience and learning opportunities needed to succeed. While there I used to plan, implement, develop and manage Talent acquisition functions and manage full recruitment cycle. I worked with various verticals in Square yards like Real estate, Interiors and interior operations for all over India and Dubai. I sourced the candidate from different platforms like LinkedIn, Naukri, Indeed, Monster and Apna.

I'd be happy to provide greater detail about my skills and experience during an Interview, Please call me at your earliest convenience.

With Regards

Mohammed Sinan