

Mohammed Razi

Al Karama, Dubai, UAE | +971 562155397 | mhmdrazi7@gmail.com | [LinkedIn](#)



Summary

Highly motivated and results-driven HR professional with 3 years of experience in talent acquisition, employee relations, and policy implementation. Proven track record in managing recruitment processes, fostering a positive work environment, and ensuring compliance with labor laws. Strong ability to build relationships with diverse teams. Seeking to leverage skills in driving organizational success through strategic HR initiatives.

Professional Experience

Technicolor India PVT LTD, Bangalore, India

Human Resource Executive

April 2022 - June 2023

- Technicolor combines technology with creativity to provide premium, award-winning VFX services to the global entertainment, media & advertising industries
- Managed end-to-end recruitment, including job posting, resume screening, and coordinating interviews.
- Administered employee onboarding and orientation programs to ensure a smooth integration process.
- Maintained accurate personnel records 200+ employees, ensuring compliance with data protection and confidentiality policies.
- Supported HR manager in conducting employee performance evaluations and providing feedback.
- Coordinated employee benefits enrollment and addressed inquiries related to HR policies and procedures.
- Formulated in developing and updating HR policies, employee handbook, and company documentation.
- Conducted training sessions on topics like workplace policies, diversity, and inclusion.
- Coordinated with HR reporting and data analysis to support decision-making processes.

Juego Studios, Bangalore, India

Human Resource Associate

September 2021 - April 2022

- Juego is a global technology and game development service company with a decade of experience.
- Developed and executed effective talent acquisition strategies to meet the organization's hiring needs.
- Sourced and identified potential candidates through various channels, including job boards and networking platforms.
- Conducted thorough candidate screenings, interviews, and assessments to evaluate qualifications and cultural fit.
- Collaborated with hiring managers to understand workforce requirements and align recruitment efforts accordingly.
- Managed the end-to-end recruitment process, from job posting to offer negotiation and onboarding.
- Maintained candidate databases and applicant tracking systems to ensure accurate and up-to-date records.
- Coordinated in employer branding initiatives to enhance the company's reputation and attract top talent.
- Analyzed recruitment metrics to evaluate the effectiveness of talent acquisition strategies and make data-driven improvements.

Scarlet Wireless, Texas, USA

Recruitment Officer (Offshore)

October 2020 - September 2021

- Scarlet Wireless provides services solutions to Wireless OEMs and Operators to assist in designing, optimizing and staffing resources for operations
- Accountable for full-cycle recruitment of professionals, staff augmentation, and employment services, managing the recruitment in a high-volume environment for both hourly and salaried positions, to deliver world-class diverse talent across the organization.
- Clients included Nokia, AMD, State of Connecticut, Panasonic, Schneider Electric, ICode, Parker, and Raytheon, etc.

- Proactively reached out to qualified candidates using LinkedIn Recruiter, Indeed, Career Builder, and Monster reducing the average time to hire, recruited in all regions of the United States.
- Utilized innovative search strategies in a tight marketplace and pursued alternative methods to locate rare or difficult skill sets.
- Designed unique and successful sourcing strategies to find and attract candidates in a difficult hiring market.
- Successfully recruited and hired at all personnel levels for several key projects with international clients and tracked using Ceipal ATS.
- Trained new employees from creating requisitions, posting, sourcing, screening, interviewing, assessing, reference-checking, pre-employment validation, and selecting.
- Established close and harmonious relationships with candidates, consultants, account managers, and hiring managers; defined best practices and procedures.

Education

Mangalore University, India

September 2020

MBA - Human Resources Management

CGPA - 7.20

Mangalore University, India

May 2018

Bachelor of Commerce

CGPA - 6.44

Skills

- Talent Acquisition
- HR Operations
- Employee Onboarding
- Documentation
- Training and Development
- Performance appraisal
- Employee relations
- HR Strategies
- Applicant Tracking System (ATS)
- Conflict Resolutions
- HRIS
- MS Excel

Certification

[MS Excel 2016](#)

Personal Details

- DOB : 22 September 1997
- Languages Known : English, Hindi, Kannada, Malayalam.
- Nationality : Indian
- Marital Status : Single
- Gender : Male
- Address : Al Karama, Dubai, UAE.