

ABIN PD

(HR – Recruitment Professional)

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Current Location: Abu Dhabi, UAE

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CORE COMPETENCIES

- Human Resource Management
- Non-IT Recruitment and Talent Acquisition
- Screening & Shortlisting
- Selection and On-Boarding
- Interview Coordination
- Offer Generation
- Selection and On-Boarding
- Retention & Administration
- Resolving Queries & Grievances
- Employee Engagement/Relations
- Customer Support
- Problem Management

EDUCATION

- MBA specialized in Finance and HR – CT University – 2021 – 6.8 CGPA
- B.Com. (Honors) – Govt Victoria College, University of Calicut – 2018 - 7.8 CGPA

CERTIFICATIONS

- Completed certification in Recruiting, Hiring, and Onboarding Employees From the University of Minnesota
- Completed certification course in Recruitment & Selection Essential Insights from CIPD

PROFILE SUMMARY

- Human Resource(HR)Professional having around 2 years of experience in all aspects of full-cycle recruitment including requirement gathering, sourcing, resume evaluation, phone screening, interviewing, salary, and extending offers
- Lead the process of Recruitment and Selection (Non-Technical), screening and shortlisting the database for various openings on online Job portals of direct staff as per the requirement
- Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies, maintain and update status on ATS on a real-time basis
- Build a network of potential candidates through market research and ongoing relationship management; conduct in-depth interviews of potential candidates, demonstrating the ability to anticipate hiring manager preferences through high offer-to-interview ratio.

EXPERIENCE

Au '21 – May' 2023 Allegis Services India Pvt. Ltd. | Bangalore, India

DESIGNATION

Talent Acquisition Specialist

US CLIENT

MarketSource

KEY RESPONSIBILITY AREAS:

- Schedule, coordinate and communicate with candidates over calls and emails regarding the process and structure of the interview and the details of the schedule
- Act as a point of contact & build influential candidate relationships during the selection process
- Determine applicant qualifications by interviewing candidates, analyzing responses, verifying references, and comparing qualifications to job requirements
- Formulate interview schedules, file reports of candidates' status, record their joining reports, track hiring reports, and maintain resume database.
- Support processing transactions within our Application Tracking System including creating candidate records and updating requisitions, ensuring data in the system is always accurate
- Maintain daily/weekly/monthly reports such as joining status, closure & feedback reports
- Negotiate salary with the applicant while balancing the Hiring Manager's offered compensation package compensation negotiations to final and follow-up with the candidates and Directors
- Ensure required documents (background check, references, etc.) are sorted within the appropriate record in the company database

May'20 – Jan'21

www.247.ai | Bangalore, India

DESIGNATION

Advisor – Digital Interaction

KEY RESPONSIBILITY AREAS:

- Acted as a Chat Support Agent for Target Tech, USA wherein managed customer queries related to their orders with Target and monitored the transactions to detect fraud customers