Ruqsana Begum

HUMANRESOURCES IT RECRUITER

HRIT RECRUITER|Start-upOperations|Recruitment| Technical Recruiting| Hiring



EDUCATION

> B.Com [Computers]

2018-2021

Madras University of Chennai

PPTTC[Pre Primary Teacher Training]2016
 Employment Department of Government/ Telangana, India

12th 2014-2016

Chaitanya Junior College /Telangana,India

> **10th** 2008

Rama Krishna VidyalayaSchoolCertificateTelangana, Telangana,India



ProfileSummary

- Result driven professional with over 5+ years of experience andproven success in HR Best Practices, Onboarding & Organizationalcommunication.
- A highly motivated confident individual with exceptional multitasking&organizational skills.
- Excellent in staffing for start-up venture, ability to work closely withthe managers to determine staffing requirements and interfacing withmanagement and heads for implementing HR polices & procedures inlinewith coreorganizational objectives
- ConductedNewHireOrientation,ExitInterviewsandLeaveofAbs ences,work to identify and fill job openings, interview candidates, and keep records of application
- Effective communication, coordination and problem-solving skills; demonstrates self-motivation & creativity to achieve cooperate and personal goals

CareerTimeline

JAN 2016– JULY 2017: I robin facility management –Inside Sales Executive

March 2018 – March 2019: Suchitra Educational Society – HR Coordinator

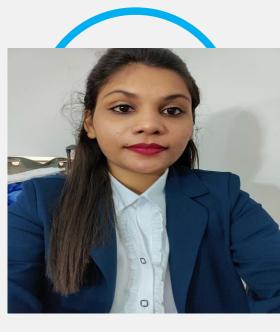
April 2019 – Dec 2020 : Kastech software solutions , HR IT Recruiter

&Administration

Jan 2021– June 2021: MintoppsIndPvt Ltd, HR IT Recruiter
July 2021–October 2021: Foray Software India Pvt Ltd, HR IT Recruiter

November 2021 – Present : Ticket sales operator, EXPO 2020 DUBAI,

UAE



KEYCONTRIBUTIONS

HR Operations, Technical Recruiter, Talent Acquisition, Talent& Learning Initiatives, Propizational Development,

ementandEmployeeEngagement

KeySkills

- Workforce Planning &Development
- NewEmployeeOrientations
- ExitProcedures
- Training&Development
- EmployeeRelations&Diversity
- CompensationAdministration
- EmployeeEngagement
- > HRPolices& Procedures
- CompetencyMapping
- MIS Reports
- EmployeePerformanceManagement

CONTACTME

Nationality:Indian DOB: 21/09/1992

PassportNo: R3119158

DOI:03/10/2017**DOE**:21/10/2027



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EOD: 31-01-2022



Client: I Robin Facility Management Company

Inside Sales Executive

Sales Executive

- Manpower Hiring Sales to corporate offices ,Five star Hotels ,IT Sectors
- > End-endrecruitment on Call
- ReacquisitioncreationinADPRM(RecruitingManager)
- Monthlyhiringreport, Preparing cost sheets, Agreements preparing

Suchitra Educational Society[NGO] HRCoordinator

Operations,&TalentAcquisition

(ServedinitiallyasSr.HRExecutiveandrapidlypromotedwithin10monthstoHR Coordinator)

TalentAcquisition

- Managingtalentacquisitioninitiatives, training and programs
- > Diagnosekeyissuesandchallengesduringtherecruitingprocess
- > Leadmanageanddevelopthetalentacquisitionteam
- > Managedteamof2inrecruitmentandstaffingadministrationfunction
- > Reportonsourcingmetricsandresultstosummarizeweekly&monthlyrecruitingstatusofapplicants

HROperations

- Onboardactivities, Employee induction & postrecruitment activities
- CustodianonHRpolicies;drivesprocess
- > Conductingperiodicalandannualauditofemployeefiles&documents
- > Maintainattendance, leave management and submit payrollon regular payroll processing schedule
- > Hearingandresolvingemployeegrievances; counselingemployees and supervisors
- > Defineanddrivetheemployeeengagementagenda

Kastech Software Solutions

TalentAcquisition

- > Providespiritualandprofessionalcounsellingthroughemailtotheconstituents
- Good at reading skills, tailored personalization, accurate representation of Focus on the Family, sharingappropriateinformation usingcorrectgrammar, spellingandstyle
- ${\color{blue} \blacktriangleright} \quad Interact gracefully with constituents while representing the ministry in a friendly, yet professional way and the constituents of the constituents of$
- Technologies Recruited: .Net, Big Data, PHP, Drupal, SQL Database, UI/UX Developer, Testing (Manual &Automation), Business Analyst, InsideSales & Technical Support

Mintopps India Pvt Ltd

HR Executive & Administration

TalentAcquisition

- ➤ Performedfulllife-cyclerecruitment,closed10 hiresinamonth
- > Surveymonkeyanalysisforcultural/behavioralengagement
- > RecruitedusingATS,jobportalsandemployeereferrals
- Campusinterview–IIITHyderabad
- Exceedhiringgoals

TechnologiesRecruited:.Net,PredictiveAnalysis,Bigdata,MachineLearning,Java, Python,Power BI

HROperations

- Coordinated with the Head Operations in building the business environment & organizationeffectiveness
- Co-ordinating with system admin department for Email Id creation, work station and system allocationfornewjoiners
- Administratingpayrollsystem
- MaintainingMIS,SalesReportsInvoicing
- > Reviewandanalyzethereportsonbudgetmanagementandperiodicexpenditure
- > Co-ordinatingdomesticandinternationaltravelanddraftingvisaletters
- > ProvideefficientandprofessionaladministrationsupporttotheDirector,Head-Operations&staff
- Maintain health insurance coverage and resolve insurance related issues with vendors and also foremployees.

Foray software India Pvt Ltd

TalentAcquisition

- > Trainingand mentoringnewrecruits
- Technical Recruiting
- CreateCRMreportsforhighermanagementfor analysis
- > CancellationrequestprocessingatCRMlevel
- > Customerinformation& Clients Information gathering
- > Assigningandfollowing-upofcalls/interactionstoconcerneddepartment
- > Trackingopeninteractionstoclosureonademand.

