

# 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 and proven success in HR Best Practices, Onboarding & Organizationalcommunication.
- > A highly motivated confident individual with exceptional multi-tasking&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 coreorganizationalobjectives
- > ConductedNewHireOrientation,ExitInterviewsandLeaveofAbsences,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 andpersonalgoals



### 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, OrganizationalDevelopment, Performance ManagementandEmployeeEngagement



### KeySkills

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

### CONTACTME

**Nationality:**Indian

**DOB:** 21/09/1992

**PassportNo:** R3119158

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



+971 553271675



ridanawaal@gmail.com

Dubai / On visit visa

EOD: 31-01-2022



# WorkExperience

**Client: I Robin Facility Management Company**

Inside Sales Executive

## **Sales Executive**

- Manpower Hiring Sales to corporate offices ,Five star Hotels ,IT Sectors
- End-end recruitment on Call
- Reacquisition creation in ADPRM (Recruiting Manager)
- Monthly hiring report, Preparing cost sheets ,Agreements preparing

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## **Suchitra Educational Society[NGO]**

### **HR Coordinator**

Operations,& Talent Acquisition

(Served initially as Sr. HR Executive and rapidly promoted within 10 months to HR Coordinator)

### **Talent Acquisition**

- Managing talent acquisition initiatives, training and programs
- Diagnose key issues and challenges during the recruiting process
- Lead manage and develop the talent acquisition team
- Managed team of 2 in recruitment and staffing administration function
- Report on sourcing metrics and results to summarize weekly & monthly recruiting status of applicants

### **HR Operations**

- Onboard activities, Employee induction & post recruitment activities
- Custodian on HR policies; drives process
- Conducting periodical and annual audit of employee files & documents
- Maintain attendance, leave management and submit payroll on regular payroll processing schedule
- Hearing and resolving employee grievances; counseling employees and supervisors
- Define and drive the employee engagement agenda

## **Kastech Software Solutions**

### **Talent Acquisition**

- Provides spiritual and professional counselling through email to the constituents
- Good at reading skills, tailored personalization, accurate representation of Focus on the Family, sharing appropriate information using correct grammar, spelling and style
- Interact gracefully with constituents while representing the ministry in a friendly, yet professional way
- **Technologies Recruited:** .Net, Big Data, PHP, Drupal, SQL Database, UI/UX Developer, Testing (Manual & Automation), Business Analyst, Inside Sales & Technical Support

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## **Mintopps India Pvt Ltd**

### **HR Executive & Administration**

### **Talent Acquisition**

- Performed full life-cycle recruitment, closed 10 hires in a month
- Survey monkey analysis for cultural/behavioral engagement
- Recruited using ATS, job portals and employee referrals
- Campus interview – IIT Hyderabad
- Exceed hiring goals

**Technologies Recruited:** .Net, Predictive Analysis, Bigdata, Machine Learning, 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.
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## **Foray software India Pvt Ltd**

### **TalentAcquisition**

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



