

Name: Wassil Mehdi

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Visa Status: - Visit Visa

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- KEY EXPERTISE -

Recruitment ~ Talent acquisition ~ administration ~ payroll ~ recruitment
industry ~ Planning ~ Staffing
~ HR executive ~ retail ~ Man Management ~ human relation ~ industrial relation

Seeking a challenging assignment in Recruitment and HR Domain

A Recruitment Specialist offering **over 2 plus years** of experience in recruitment, design and implement overall recruiting strategy, develop and update job description & job specification, acting as a point of contact & build influential candidate relationship during the selection process associated with leading companies Motivated by internal standards of excellence to overachieve expectations and exceed set goals.

- **Familiar with HRMS based on Human resources Management system**
- **Expertise in Darwin Box for selection and employment separation Process, Naukri Gulf, Times jobs, LinkedIn, indeed.**

Areas of Expertise

Recruitment & selection

- Designing and implementing the overall recruiting strategy
- Develop and update job description & job specification
- Perform job & task analysis to document job recruitments and objectives
- Prepare recruitment materials and post jobs to appropriate job boards, colleges, social media
- Conducting interviews using various reliable recruitment & selection tools, methods to filter the candidate within schedule
- On board new employees in order to become fully integrated monitors and apply HR recruiting best practices

- **Employee separation**

- Resignation acceptance of the employees
- Clearing settlement
- Completion the exit formalities
- Taking feedback

- **Client service & Feedbacks**

- Effectively deal with clients, queries and complaints and take necessary action from feedback generated.
- Interact with company HRS & obtain their feedback and address their concerns and queries

Experience History

Company Name : - **No Broker Bangalore India.**

Period : - **From 10 March 2021 – December 2021**

Designation : - **Sr. HR Recruiter & Co-Ordinator**

- Partnering with hiring managers to determine staffing needs Screening resumes
- Performing in-person and phone interviews with candidates Administering appropriate company assessments.
- Performing reference and background checks making recommendations to company hiring managers
- Coordinating interviews with the hiring managers Following up on the interview process status Maintaining relationships with both internal and external clients.
- Ensure staffing goals are achieved.
- Communicating employer information and benefits during the screening process.
- Staying current on the company's organizational structure, personnel policy, and federal and state laws regarding employment practices.
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees.

Company Name : - **Nexplace Info Pvt Ltd**
Bangalore, Karnataka
India

Period : - **From July 2018 to August 2020**

Designation : - **HR recruiter**

Clients: -

- AEGIS, 24[7], FIRST SOURCE, ACCENTURE, INFOSYS, WNS, WIPRO, IBM, CONCENTRIX, ETC.

JOB ROLES & RESPONSIBILITIES

- Develop and execute recruiting plans Network through industry contacts, association memberships, trade groups, social media, and employees.
- Develop and track goals for the recruiting and hiring process.
- Coordinate and implement college recruiting initiatives.
- Handle administrative duties and recordkeeping.
- Collect data on cost per hire and time-to-hire Screen applicants to evaluate if they meet the position requirements.
- Work with hiring managers to create job descriptions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need
- Research and recommend new sources for active and passive candidate recruiting.

Academic Qualifications

- BBA From Don Bosco Institute of technology Bangalore
- Pre-University from Karnataka State Board

Personal Particulars

Po Box No-18022

Deira Dubai.

Date of Birth: 1 April 1998

Marital Status: Single

Fluent in English, Hindi, kannada, Urdu