

AFREEN AHMAD CURRILCULM VITAE (CV)

Personal Information

Name: Afreen Ahmad
Address: 10/305, Al reef Downtown, Abu Dhabi, United Arab Emirates
Mobile: +971 55 763 4936
E-mail Address: ahmad.afreen55@gmail.com
Date of Birth: 23rd September 1983
Nationality/Visa Status: Indian, UAE residence visa on spouse sponsorship
Status: Married, and have a 10-year-old son and three-year-old daughter
Languages: English (fluent), Hindi (fluent), Urdu (fluent)

Executive Summary

Afreen is an MBA in Hospital Management from Jamia Hamdard University, Delhi with 4 years of extensive recruitment management experience in IT and telecom industry.

She is a recruitment professional with a proven track record of delivering various recruitment projects within specified timelines and budget. She is experienced in designing, managing and delivering successful recruitment programs with internal stakeholders.

She has worked on internal project to design end-to-end recruitment process and has handled recruitment of overseas resources for various international project.

Her skills spans across following:

- **Technical Recruitment:** Mainframe, IBM Technology, JAVA Technology, ERP Tools, QA/Testing/Tool, Databases, Front End Tools, Web and Application Server, BPM Tool, Data warehousing,
- **Finance & Accounts recruitment**
- **General Management resources recruitment**
- **HR resources recruitment**

She is a self-motivated individual with proven ability to work at all levels within an organization.

Employment Experience

Espire Infolabs, New Delhi, HR Executive,

Apr 2010 – Apr 2011

Espire is a full spectrum global Information Technology services company, providing end-to-end business solutions to its global clientele - collaborating with them to design, develop and implement solutions to add value to their business.

Afreen key responsibilities were:

- Handling end to end recruitment for Espire Infolabs
- Requirement gathering - understand the requirement by discussing it with the hiring manager.
- Ensure usage of various channels of sourcing so as to reduce time and cost per hire.
- Source profiles across various levels through job sites, employee Referrals, vendors and references.
- Conduct initial telephonic screening of candidates to identify qualified candidates based on skills, knowledge, education and experience
- Communicate with the technical team/manager to set up interview schedules and post interview follow up
- Carry out salary negotiation and generate offer letters
- Offer Management; extending offer, following up with candidates until joining, updating HR Operations on offer acceptances & dates of joining

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Radcliffe Foundation, New Delhi, Senior HR Executive

Dec 2009- Apr 2010

Afreen handled recruitment of resources for various educational campuses of Radcliffe Foundation as well as managed the core HR services for the organization, her key responsibilities were:

- Screening of the resumes from the job portal and the other sources
- Coordination between local campus and head office for resources requirement
- Conduct initial round of interviews
- Follow up with the candidates, making Appointment Letter and LOI
- Take care of the joining formalities
- Resources file maintenance
- Grievance handling
- Taking care of the exit formalities
- Maintenance of employee database

Concepts Unlimited, New Delhi, HR Executive

Apr 2007 - Dec 2009

Concepts Unlimited was amongst the fastest growing HR consulting firms specializing in the field of recruitments in Software Industry. Afreen worked with Concepts for 2.5 years managing sourcing of resources for various clients, some of our key clients were Deloitte, Xchanging, Sunlife Financial, Market Rx, Cognizant Open Solution, Teleserra, Cincom, Kaplan financials, Ebix software, Interglobe (Indigo Airlines), WNS, Trinity, Integreon etc.

Her key responsibilities were:

- Find and match prospective candidates via telephone, e-mail and the Internet to determine skills, experience, and areas for geographic employment, preferences, and availability with the requirement
- Ensure resumes appropriately reflects experience and requirement
- Gathering pre-close information of candidates (present and expected compensation, location/ relocation information, work authorization status, availability and motivation factors)
- Check candidate willingness to relocate to the Project location in case he/she is not a local candidate
- Ensure that adequate number of qualified candidates is submitted for all assigned client requirements in a timely manner
- Understanding the client requirements coming from the client through online portals or directly
- Posting the jobs advertisements on job sites
- Short-listing and screening of candidates

Fortis Hospital, New Delhi, Summer Intern

May 2006- Jul 2006

Afreen worked as summer intern across all key non-clinical support functions and helped the HR in recruitment and core HR functions.

Education & Certifications

Jamia Hamadard University, New Delhi, India

Jul 2005 – Apr 2007

MBA (Hospital Management). Grade: 1st

Makhanlal Chaturvedi University, Bhopal, India

Jul 2002 – Apr 2005

Bachelor's in computer applications. Grade: 1st