



Muhammed Nusaif

HR Professional

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would consistently look out for challenges.



nusaif324@gmail.com



050 130 8392



Abu Dhabi, United Arab Emirates

SKILLS

Communication

Negotiations Skills

Problem-Solving Skills

Interpersonal Skills

Teamwork Skills

Counselling Skills

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

INTERESTS

Learning

Technology

Employee engagement and culture

WORK EXPERIENCE

HR Recruiter IGNITES HUMAN CAPITAL

10/2021 - 04/2022

Bengaluru, India.

igNITES goal is to provide clients with the very best quality, value and service in human capital consulting.

Achievements/Tasks

- Source potential candidates from various online channels,
- Screen incoming resumes and application forms,
- Interview candidates,
- Monitor key HR metrics, and source of hire,
- Participate in job fairs and host in-house recruitment events,
- Collaborate with managers to identify future hiring needs,

ORGANIZATIONS

AKSHAYA E SERVICE CENTRE (02/2018 - 11/2019)

Data Operator

CERTIFICATES

Microsoft Excel, Word, Power point, Outlook Express, Internet and Email
(12/2019 - 05/2022)

ERP accounting software (Tally)

PERSONAL PROJECTS

A study on recruitment process with special reference Rivera man power ltd

- Research methodology : sampling method Over 100 employees in rivera manpower

EDUCATION

Master of Business Administration MBA

06/2019 - 05/2022

Bengaluru University, Bengaluru

Bachelor of Commerce B COM

06/2016 - 03/2019

Kannur University, Kerala

Courses

- Commerce

ACHIEVEMENTS

Cut new hire processing times.

Manage recruiting, benefits and payroll.

Implement work from home policy to reduce unnecessary usage of PTO.