

# Curriculum Vitae



**ABU SUVAILEEM**

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## CAREER OBJECTIVE:

Aspiring for a job in a growth oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.

## PROFESSIONAL SUMMARY

- I have **2 years** Experience into **Human Resource Department Like a Coordinator, admin, recruiter**
- Expertise in full HR on boarding life cycle.
- Worked on Permanent, Contract (W2), C2C & C2H
- Understanding the requirements of the client.
- An effective HR professional with eloquent communication skills, ability to handle complex situations within crunched deadlines, innovative thinker and creative problem solver, multitasking abilities, strong analytical and recruitment, sourcing and coordination skills.

## PROFESSIONAL EXPERIENCE

**Worked as HR Coordinator & Recruiter at Sixsigama soft solution pvt ltd for one year**

Company : **Sixsigama soft solution pvt ltd (Bangalore).**

Duration : November 2020-November 2021

Designation : **HR Coordinator**

### Responsibilities:

- Handle End to End Recruitment.
- Preparing Offer letters and sending welcome mails to all the Hired Candidates.
- Expertise in full Hr Coordinator life cycle, IT Staffing.
- Worked on Permanent, Contract, C2H
- Screening, shortlisting, calling and scheduling for the interviews.
- Performs pre-screening calls to analyze applicant's abilities.
- Schedule interviews with the relevant interviewers.
- Follow up with candidates for interviews and employment offer.
- Engage with candidates post offer - Handling new employees joining formalities & On-boarding of new Joiners
- Sourcing profiles through different job portals like Naukri, monster
- Screening of Resumes and short listing of candidates on the basis of requirements.
- Doing salary fixation/negotiation and ensuring notice period with the candidates.
- Process the short listed profiles to the internal panel. Coordinating with the candidate and panels to schedule the interviews.
- Getting the Employee Information Form filled by the selected candidates.
- Following up with the candidates till they join. Managing good relationship with candidates to ensure.
- Maintaining the database of all the candidates, shortlisted, interviewed, offered and declined.

- Training the New hire's(Sixsigma soft solution pvt ltd)

**Worked as US IT RECRUITER at FOUREN TECHNOLOGIES PVT LTD for one year**

Company : **Fouren technologies pvt ltd (Bangalore).**  
 Duration :December 2019-november-2020  
 Designation : **US IT Recruiter**

**Personality Traits:**

Warm, friendly and engaging personality  
 Ability to work hard and smart  
 Ability to work for late hours with full efficiency

**Responsibilities:**

- Experienced in all activities of a Recruitment cycle.
- Handled re-sourcing activities through job portals like , Monster, Dice, Likedln etc
- Recruiting people in industry by getting requirement ,understanding the JD, Making searches in portal screening of profile ,job profile explaining , maintaining candidate database and good relationship with candidates.
- Good negotiation skills and candidate handling skills.
- Making data base and excel sheet to update the work.
- Good team player and skilled at multitasking.
- Worked with various clients like Virtusa ,Hexaware,Agilisium and fanniemae.
- Posting job requirements and sending requirements to vendors.
- Worked on tax terms w2 & c2c.

**INTERNSHIP**

Company : **Care pro global (Bangalore).**  
 Designation : **NON IT Recruiter**  
 Duration : **2 month**

**Responsibilities:**

Screening resumes performing in person and phone interviews  
 With candidates. As well as requirement for part of hiring. Sourcing profiles through different job portals like,monster shine.

Company : **Ramalinga mill pvt ltd**  
 Designation : **HR Admin**  
 Duration : **1 month**

**Responsibilities:**

Support to HR and team work as well as Collect feedback about their work from workers. Update internal Leave database.Hotel Booking, Tickets Booking as well as Local cab booking done by my side.Daily Housekeeping checklist checking, Canteen food checking, company premises cleaning.

**EDUCATIONAL QUALIFICATION:**

- **MASTER OF BUSINESS ADMINISTRATION(MBA)** - 2019  
 University of mysore,IIBS(Bangalore)
- **BACHELOR OF COMPUTER APPLICATION(BCA)-2017**  
 Madurai kamaraj university,devangar arts college

- **H S C** State board of Tamil Nadu -2014
- **S S L C** State board of Tamil Nadu -2012

#### KEY STRENGTH:

- Ability to learn quickly.
- Enthusiastic and can produce best results in a deadline constraints.
- Excellent human relation skills, Friendly, Practical & realistic.
- Always happy to learn and share the knowledge.
- Confident and have high energy levels.
- Warm, friendly and engaging personality
- Ability to work hard and smart
- Ability to work for late hours with full efficiency

#### PERSONAL PROFILE:

<b>Name</b>	<b>ABU SUVALIEEM M</b>
<b>DATE OF BIRTH</b>	<b>13/02/1997</b>
<b>GENDER</b>	<b>MALE</b>
<b>FATHER NAME</b>	<b>MAIDEEN PITCHAI A</b>
<b>ADDRESS</b>	<b>158,Muslim North Street, Aruppu kottai, Virudhunager district, Tamil Nadu</b>
<b>MARITAL STATUS</b>	<b>Single</b>
<b>LANGUAGE KNOWN</b>	<b>English, Tamil, Hindi</b>
<b>PASSPORT NUMBER</b>	<b>R1489356</b>

#### DECLARATION:

I do hereby declare that the particulars of information stated here in above are true, correct and complete to the best of my knowledge and belief.

**Place:**

**Date :**

**ABU SUVAILEEM**