



ANAM MOMIN

Human Resource

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🧠 Profile Summary

Anam Momin, an energetic and ambitious person, aspired for securing a position that will utilize my relevant knowledge and skills at your organization. To work in an organization that will provide a forum for both professional and individual growth, challenging work environment that would help foster my managerial skills.

💻 Core Competencies

Talent Management	Critical Thinking	Intercultural sensitivity and language skills	HRM Knowledge	Pro Activity	Client Relationship Management
Advising & Coaching	Recruitment & Selection		Leadership & Personnel Management		

🎓 Education

🎓 MBA- Master of Business Administration in Human Resource from Amity University, Noida



🎓 B.A -Bachelor of Arts from Rani Channamma University, Karnataka.



💻 IT Skills

- MS Office: Word, Excel, MS Word, Outlook, PowerPoint, Internet Applications.

SKILLS

- Time management, Digital marketing strategy,
- Team work, customer service.

Experience :

Internship

**Recruiting and Consulting Executive (June 26 / 2021 – present)
at Business Umbrella-Recruitment ,training & consulting**



- 1. Coordinate with the team by initiating discussion on progress of the project being worked on.
- 2. Deliver the required candidates as per JD and as per the Key words important for the Client
- 3. Inform the project team in case of support required, confusion, help needed, communication problems , emergencies
- 4. Run the pitching campaign manual or through software for 1-3 hours every day and follow up the old ones, if run through system run at night
- 5. Get the job post done on the daily basis on LinkedIn and indeed for the position looking after and the possible role in pipeline, in Key industry you are covering so you are ready as soon as the client signs
- 6. Follow Up with all the clients communicated in the last week and last month, Follow-up includes general Hello Hi Congrats on achievement and building network exercise, not just talking about work only 100 new 100 old
- 7. Get update on the progress of the project from team manager and project manager and extend support to finish, in case of any delays of any team member due to covid, deaths emergencies and mishaps
- 8. Inform availability on a daily basis and keep track of time utilised for reporting,
- 9. Build the pipeline of new client through the list provided and send follow up email and messages to old ones, including ones in follow-up
- 10. Close the candidates with proper screening with their current expected salary availability relevance interest and relevant keywords in CV
- 11. Widen your search through the team members by sharing posts connecting with each other and preferably not connecting those clients or candidates already connected by the team to save time
- 12. Maintain a calendar and update the schedule with team of availability
- 13. Arrange at least 1 max 3 clients meeting every day should be decision maker with requirements
- 14. Choose the team for the project you are initiating wisely to deliver on time,
- 15. Report on time any delays caused due to any reason or delays caused by any team member due to some reason
- 16. Get the billing info ready for the projects through your manager to get the bills to client ready
- 17. Ensuring working on at least 3 maximum 8 projects you are able to handle for good results
- 18. Get out of the comfort zone take ownership and responsibility also ensuring completion your self without being asked about it
- 19. Explore all the available roles online approaching their HR and introducing help with immediate sample CVs to catch attention having and agreement and close the role, Get them on jobs page (LinkedIn/indeed)
- 20. Making sure to replicate the progress, if you are making good progress make your copies in the team and if some one in team is performing better follow their footsteps to replicate progress
- 22. Attend daily meetings for updates, new ideas discussion, change in strategy and new learning
- 23. Daily update on company page on LinkedIn and face book page on the role as well as relevant profession related article minimum once a week
- 24. Update on the list finished, companies covered in an excel sheet to track on weekly basis
- 25. All possible vacancies related candidates should be in your updated database



Personal Details

- **Date of Birth:** 11th September 1996.
- **Languages Known:** Emirati Arabic, English, Urdu & Hindi.
- **Nationality:** Indian.
- **DrivingLicense Details:** UAE, Active.
- **Visa Status:** Residence Visa

References:

1. **Mushtaq Ahmed** : +971-50-4554312
2. **Alia AlHaddad** : +971-55-6630259