

Ruqsana Begum

HUMANRESOURCES IT RECRUITER

HRIT RECRUITER| Start-up Operations |Recruitment| Technical Recruiting| Hiring



EDUCATION

- > **B.Com [Computers]** 2018-2021
Madras University of Chennai
- > **PPTTC[Pre Primary Teacher Training]2016**
Employment Department of Government/ Telangana, India
- > **12th** 2014-2016
Chaitanya Junior College /Telangana ,India
- > **10th** 2008
Rama Krishna Vidyalaya School Certificate Telangana, Telangana, India



Profile Summary

- > Result driven professional with over 5+ years of experience and proven success in HR Best Practices, Onboarding & Organizational communication.
- > A highly motivated confident individual with exceptional multi-tasking & organizational skills.
- > Excellent in staffing for start-up venture, ability to work closely with the managers to determine staffing requirements and interfacing with management and heads for implementing HR policies & procedures in line with co reorganizational objectives
- > ConductedNewHireOrientation,ExitInterviewsandLeaveofAbsences,work to identify and fill job openings, interview candidates, and keep records of application
- > Effective communication, coordination and problem-solving skills; demonstrates self-motivation & creativity to achieve cooperate and personal goals



Career Timeline

JAN 2016– JULY 2017 :I robin facility management –Inside Sales Executive

March 2018 – March 2019: Suchitra Educational Society – HR Coordinator

April 2019 – Dec 2020 : Kastech software solutions , HR IT Recruiter &Administration

Jan 2021– June 2021: Mintopps IndPvt Ltd, HR IT Recruiter

July 2021–October 2021 :Foray Software India Pvt Ltd, HR IT Recruiter

November 2021– Present : Ticket sales operator, EXPO 2020 DUBAI, UAE



KEYCONTRIBUTIONS

HR Operations, Technical Recruiter, Talent Acquisition, Talent& Learning Initiatives, Organizational Development, Performance Management and Employee Engagement



Key Skills

- > Workforce Planning &Development
- > New Employee Orientations
- > Exit Procedures
- > Training &Development
- > Employee Relations &Diversity
- > Compensation Administration
- > Employee Engagement
- > HR Policies& Procedures
- > Competency Mapping
- > MIS Reports
- > Employee Performance Management

CONTACTME

Nationality :Indian

DOB: 21/09/1992

Passport No: R3119158

DOI:03/10/2017,**DOE:**21/10/2027



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Dubai / On visit visa



EOD: 31-01-2022



Work Experience

Client: I Robin Facility Management Company

Inside Sales Executive

Sales Executive

- Manpower Hiring Sales to corporate offices ,Five star Hotels ,IT Sectors
- End-end recruitment on Call
- Re acquisition creation in ADPRM(Recruiting Manager)
- Monthly hiring report, Preparing cost sheets ,Agreements preparing

Suchitra Educational Society[NGO]

HR Coordinator

Operations,& Talent Acquisition

(Served initially as Sr. HR Executive and rapidly promoted within 10 months to HR Coordinator)

Talent Acquisition

- Managing talent acquisition initiatives, training and programs
- Diagnose key issues and challenges during the recruiting process
- Lead manage and develop the talent acquisition team
- Managed team of 2 in recruitment and staffing administration function
- Report on sourcing metrics and results to summarize weekly & monthly recruiting status of applicants

HR Operations

- On board activities ,Employee induction & post recruitment activities
- Custodian on HR policies ;drives process
- Conducting periodical and annual audit of employee files & documents
- Maintain attendance, leave management and submit payroll on regular payroll processing schedule
- Hearing and resolving employee grievances; counseling employees and supervisors
- Define and drive the employee engagement agenda

Kastech Software Solutions

Talent Acquisition

- Provides spiritual and professional counselling through email to the constituents
- Good at reading skills, tailored personalization, accurate representation of Focus on the Family, sharing appropriate information using correct grammar, spelling and style
- Interact gracefully with constituents while representing the ministry in a friendly, yet professional way
- **Technologies Recruited:** .Net, Big Data, PHP, Drupal, SQL Database, UI/UX Developer, Testing (Manual & Automation), Business Analyst, Inside Sales & Technical Support

Mintopps India Pvt Ltd

HR Executive & Administration

Talent Acquisition

- Performed full life-cycle recruitment, closed 10 hires in a month
- Survey monkey analysis for cultural/behavioral engagement
- Recruited using ATS ,job portals and employee referrals
- Campus interview—IIIT Hyderabad
- Exceed hiring goals

Technologies Recruited: .Net, Predictive Analysis, Bigdata, Machine Learning, Java, Python, Power BI

HR Operations

- Coordinated with the Head – Operations in building the business environment & organization effectiveness
 - Co-ordinating with system admin department for Email Id creation, work station and system allocation for new joiners
 - Administrating payroll system
 - Maintaining MIS, Sales Reports Invoicing
 - Review and analyze the reports on budget management and periodic expenditure
 - Co-ordinating domestic and international travel and drafting visa letters
 - Provide efficient and professional administrative support to the Director, Head-Operations & staff
 - Maintain health insurance coverage and resolve insurance related issues with vendors and also for employees.
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Foray software India Pvt Ltd

Talent Acquisition

- Training and mentoring new recruits
- Technical Recruiting
- Create CRM reports for higher management for analysis
- Cancellation request processing at CRM level
- Customer information & Clients Information gathering
- Assigning and following-up of calls/interactions to concerned department
- Tracking open interactions to closure.

