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| **Name**:**ZAHOORUNNISA HINA SIDDIQUI****D.O.B:** 24-08-1993**E-Mail****zuhina\_786@yahoo.com****engineergirl545@gmail.com****hrhinas545@gmail.com****Address for Correspondence:**H.No: Tolichowki,Hyderabad-500008.**Phone Number*:*****9949054074****9550879709** |  Career Objective * Topursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

Work Experience - Total experience 2.9 years * **Around 2.1 years of experience as a Sr.HR Recruiter at Impec Consulting Solutions. (Aug 2017 to Sept 2019)**
* **I have worked for 5 months in SKM Jobs Counsultancy as a HR Recruiter. (Feb 2021 to June 2021)**
* **I am currently working with Lancesoft Inc as a HR Associate (Aug 2021 till date)**

***Roles and Responsibilities:**** Screening resumes. Sourcing & getting profiles through Monster.com, Naukri.com, LinkedIn, Facebook.
* Performing telephonic interviews with candidates.
* Making lineups, doing follow ups
* Bulk Hiring was the major part in my job. End to End Recruitment cycle. Maintaining Database in Excel or Google Sheets.
* In **IT Recruitments** have worked on java, python, js, salesforce, .net Developer profiles
* Have worked mainly into **Non-IT & BPO Recruitments**, profiles like Technical Support – US Voice & Non-Voice,Counselor, BDM, Inside & International Sales, Customer Service, Accounts profiles.
* Hiring Entry level, Mid-level & Managers positions.

Academic record **Education****MBA (HR & IT)** From Academy of management studies, Osmania University, Hyderabad (2014-2016) - Aggregate 71% **B. Tech (CSE)** FromDr.Vrk  Womens College of Engg & technology, JNTU Hyderabad (2010-2014) - Aggregate 68%**Intermediate (10+2)** From Sri chaitanya junior college, Board of Intermediate**,** Hyderabad (2008-2010) - Aggregate 74%**S.S.C** From Gowtham raghava high school , Board of Secondary Education , Hyderabad , (2008) - Aggregate 78% |
| Personal Data:**Father`s Name**:M.K Fasihuddin Siddiqui Gender : FemaleStatus : MarriedNationality : Indian**Languages known:** English, Urdu, Hindi,Telugu. | Computer skills - * Programming language:     C , C++ , java
* Known software           :       Proficient MS office(Excel,word,ppt)

Professional Competencies  * Innovative attitude to problem solving
* Aiming at excellence in work through self motivation

Personal Competencies  * Work effectively with diverse groups of people
* Excellent in presenting and make people understand
* Good Interpersonal and Communication skills , Creative , Responsible and Self  Motivated and can mingle with people easily
* Have commanding logical skills.
* Always ready for changing environment.
* Comfortable to work in the development environment.

Hobbies -* Singing, Cooking, Painting, Watching movies

Declaration I consider myself familiar with above mentioned Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.Date:Place:  (ZAHOORUNNISA HINA SIDDIQUI) |