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| **Name**:  **ZAHOORUNNISA HINA SIDDIQUI**  **D.O.B:** 24-08-1993  **E-Mail**  [**zuhina\_786@yahoo.com**](mailto:zuhina_786@yahoo.com)  [**engineergirl545@gmail.com**](mailto:engineergirl545@gmail.com)  [**hrhinas545@gmail.com**](mailto: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 : Female  Status : Married  Nationality : 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) |