

Curriculum Vitae Hasibur Rahman

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Objectives:

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

Executive Summary:

I am professional Talent Acquisition Specialist with hands-on experience of more than 9 years in reputable organizations. I have been utilizing my professional skills and knowledge as a Recruitment / Talent Acquisition Specialist in one of the Kingdom's leading contracting company. I have performed recruitment and deployment with planning and implementation of complex and time sensitive large projects effectively & efficiently. I possess professional attitude, team player, can work under pressure, good communication & interpersonal skills and comfortable with adopting new cultures & systems. My exposure consists of dealing with various National to Multinational recruitment companies.

Key Competencies

Results-oriented
Analyzing information and solving problem
Operability and commitment
Ability to motivate staff and maintain good relations.
Use judgement and resistance to stress.

Skills

Advanced Excel and MS Office tools
Advanced technical writing and reporting skills.
Excellent communication and analytical skills
Strong thinking and planning skills with attention to details
Strong leadership skills with capacity to build & mentor teams

Key achievements and accomplishments:

- **Successfully mobilized some of the most challenging and challenging contracts with Saudi Aramco & Saudi Electricity Company etc. withing stipulated time frame.**



- Building construction & Maintenance contracts at Dhahran & Ras Tanura
- Residential Specialized contracts at Dhahran
- Recreation specialized contracts at Dhahran
- General cleaning & Maintenance contracts at Abqaiq & Shayba



- Janitorial & cleaning contracts, pan KSA
- Pest Control & gardening contracts at, pan KSA
- Luger bucket services contracts, pan KSA



- Construction & maintenance at various locations in the Eastern Province



- 5 star cleaning and janitorial services in hospitals pan kingdom

➤ **Managed and improved overall Talent Acquisition functions by introducing and enhancing the 7 essential phases of Recruitment**



Identifying the Hiring Needs



Preparing the Job Description



Talent Search



Screening and Shortlisting



Interviewing



Evaluation and Offer of Employment



Introduction and Induction of the New Employee

- **Implemented processes and documents for new hire orientation, benefits packages, and onboarding process.**
- **Prepared “Dynamic Talent Supply Dashboard” for recruitment and deployment (Using MS Excel) as part of the MRS (Management Reporting System)**
- **In addition to my role as Recruitment / Talent Acquisition Specialist in Al Moallam Group, I functioned as “Lead Internal Auditor” and successfully got ISO 9001 – 2008 certification.**
- **While working with Al Moallam Group, I drafted policies and procedures such as below: -**
 - Business Travel Policy
 - Moallam Data accuracy policy
- **Development and implementation of new functions in ERP System for HR Module. Such as: -**
 - Disciplinary Action
 - Business Trip
 - Employee Training
 - Loan & Advances
 - Travel Tickets
 - Other Requests for Governmental Services through “Selfie”

Academic Qualifications:

Course	Institution / University	Year of completion
Post Graduate Diploma in Human Resource Management	Cosmic Business School (A Maharishi Group of Institution), India	2010
Master’s in Business Administration - Marketing	Sikkim Manipal University, India	2010
Bachelor’s in Commerce and Accounting.	Vinoba Bhave University, India	2008

Professional Experience:

April 2014 to Till Now

**Recruitment / Talent Acquisition Specialist
Al Moallam Group – KSA**

- Source diverse candidates at all levels via job board niches, social media, strategic advertising, local and international hiring agencies & community outreach.
- Targeted sourcing strategies, managing 'talent pipeline', writing engaging job postings, developing the comprehensive skill-based behavioral interviewing program.

- Developing, executing, and leading recruiting plans within the company.
- Manage all phases of full cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding.
- Managing end to end overseas recruitment process from different countries around the world such as: -
 - United Kingdom
 - Philippines
 - India
 - Pakistan
 - Sri Lanka
 - Bangladesh
 - Nepal
 - Egypt
 - Lebanon
 - Kenya
 - Indonesia
- Dealing and engaging with International and local recruitment agents
- Managing visas and E-Wakala
- Arranging & attending local & international recruitment drives
- Deployment and mobilizing new project.
- Source potential candidates through online and offline channels (e.g., social platforms and professional networks, job boards)
- Establishing a competitive compensation or salary packager for the required categories in association with the “Budgeting and Estimation department” and market research.
- Assisting the Estimation Department by providing them with latest global salary trends time to time (Mostly during the bid of new contract)
- Preparing job description and specification based on requirement and research from various sources accordingly.
- Reporting and MIS
- Developing and assisting in development of Policies & procedures

April 2012 to June 2013

Recruitment Officer

Saudi Bin laden Group (Axal Arabia Construction Co. Ltd), KSA

- Planning and coordinating the recruitment process from Local as we international countries such as: -
 - Philippines
 - India
 - Pakistan
 - Bangladesh
 - Jordan
- Job posting and advertising in websites and local newspapers.
- CV sourcing and candidate short listing
- Coordinating and arranging international recruitment drives
- Preparing and sending offer letters
- Visa issuance, visa management and candidate follow up.

February 2011 to June 2013

Recruiter

ProTalent Consulting India Pvt Ltd, India

- Finalizing job description and selection criteria with clients
- Dealing in job portals, CV selection & preliminary Interview
- Arranging personal interview with the clients
- Data base management
- Job advertisement
- Arranging intern program
- Business development

August 2009 to January 2011

Sales Coordinator

Hewlett Packard (HP) India Ltd, India

- Customer Service
- Lead Generation
- Assisting sales team
- Data base management

Personal Details:

Nationality	Indian	Passport No.	T 9274865
Date of birth	09/12/1987	Iqama Number	2364070330
Marital Status	Married	KSA Driving License	Available

Languages:

International Languages	Regional Languages (Indian)
English	Punjabi
Hindi	Assamese
Urdu	Oriya
Bangla	

REFERENCES AVAILABLE UPON REQUEST