Curriculum Vitae

**Miss. SHAZIA SHAIKH**

**Objective:**

A challenging career in the respective field of “HUMAN RESOURCE MANAGEMENT” to enhance and upgrade knowledge and utilize the same for contributing towards the organization’s profitability and growth

# Work Experience

1. **Job Cheque – Executive search firm (Dec 2012 – May 2013)**

**Designation: HR Consultant**

**Responsibilities:**

* Handling complete end to end recruitment process particularly for domains like Real estate and BFSI
* Sourcing and screening of CV from Job Portals, Databank and References
* Contacting candidates, following-up with candidates, and managing candidate pipeline.
* Short listing & forwarding the profiles to the clients
* Scheduling the interview, briefing and debriefing candidates before and after interviews and getting the feedback from the clients.
* Maintaining MIS Reports for daily interview, short listed and closed positions
* Building relationship with the clients in order to gain a better understanding of their recruitment needs and requirements.
* Attracting candidates through networking, headhunting and through referrals, and matching them with required positions in client companies

1. **Mahindra & Mahindra Ltd – Contract basis (October 2011 – May 2012)**

**Designation:** HR Executive

**Title of the Project:** Managerial/Leadership Capability Enhancement at suppliers end of M&M

**Project Details:-**

* **Training need analysis:**
* Diagnostics of supplier’s capability (HR /IR issues).
* Conduct analysis of filled in questionnaires based on templates provided by Consultant and tabulate findings.
* Create reports based on above output and update the same in a timely manner.
* Develop the capability enhancement plans and HR model for each supplier. (Training/Coaching/Cross learning etc)
* Maintain records and MIS of the project including completion of vendor diagnostics, action planning status, etc and share with Mahindra management.
* **Communication with internal and external stakeholders:**
* Ensure communication, coordination with internal and external stakeholders to enable smooth conduct of the project.
* Provide all required logistics support for ensuring smooth conduct of the program to all stakeholders including consultants, Mahindra staff, etc.

1. **TATA Communications Ltd. (Summer Internship - 2 months)**

**Title of the Project:** Performance Management System

**Project Details: -**

* + Studied the Performance Management Systemcarried out at TATA Communications Ltd.
  + Performed the SWOT Analysis of the PMS process and gave suggestions and recommendations based on it.
  + Studied the various processes and procedures undertaken at the HR Shared Services.

# Academic Details

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| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University** | **Academic Year** | **Percentage**  **%** | **Class** |
| MBA/MMS  (Human Resources) | Anjuman -I-Islam’s  Allana Institute of Management Studies, C.S.T | Mumbai | 2011 | 66.00 | First |
| T.Y.BSc  (Bio-technology) | Elphinstone College | Mumbai | 2009 | 67.87 | First |
| HSC | Sophia College | Mumbai | 2006 | 70.33 | First |
| SSC | Gloria Convent High School | Mumbai | 2004 | 76.00 | Distinction |

# Skills/Qualifications

* People Skills, Recruiting, Phone Skills, Results Driven, Professionalism
* Self-motivated with a strong desire to excel
* Highly proficient in Microsoft Office, the Internet and computer aptitude

**Other** **Qualification :**

* Certificate of participation in training programme for Microsoft Office 2007 held at Mahindra AFS.
* Computer Basics (Ms Word, Ms Excel, Ms PowerPoint, etc)
* Proficiency in Statistical Package for Social Sciences (S.P.S.S)

# Projects & Initiatives

* Prepared a dissertation report on the topic ‘Attrition Analysis and Attrition Management in IT Industry’ in 4th semester and secured A grade.
* Worked for an NGO - Multiple Sclerosis Society of India. Undertaking activities for creating awareness, getting funds, etc.
* Was part of a Management fest E-Week INDIA 2010 (Run by NEN and supported by Wadhwani Foundation).
* Survey on Inflation: Conducted a survey on what people think about inflation, how they are affected, knowledge about calculating inflation, what is the main reason behind rising inflation etc. Worked on Statistical Package for Social Sciences (S.P.S.S.) for the analysis of our data collected during survey.

# Awards and Achievements

* Received a token of appreciation from the Vice President - Human Resources of Mahindra & Mahindra for active participation in the Women’s Day celebration at Mahindra AFS.
* Participated in an inter-collegiate quiz competition in 2009 and stood second.
* Participated in the seminar organized by the Department of Biophysics at the University of Mumbai.
* Active participation in many school functions and college events and won many prizes in the same.

# Interests

Cooking, playing games, swimming and travelling to new places

# Personal details

Date of Birth : 31st October 1988

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Mobile No : 9870282425/9819830022

Address : Potia Apts, A/7 703, Bellasis Rd, Mumbai Central, Mumbai-400 008

Nationality : Indian

Gender : Female

**Declaration:**

I hereby declare that the above information furnished by me is true to the best of my knowledge.

**Place :** Mumbai

**Date** **: Shazia Shaikh**