

Mohd Amir

Residence – 151/116 K Aminabad , Lucknow -226018

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LinkedIn Profile- <https://www.linkedin.com/in/mohammad-amir-08564114b>

Profile Synopsis

6+Years of qualitative experience with proven track as a seasoned recruiter and HR Professional with Hands on experience in various Domains of Human Resources and Administration, Recruitment, Training, CRM, Data Management, Distribution Sales ,Complaint handling and Resolution, Corp Operations Management's- Office , Inventory Management , Analytics.

Professional Experience

❖ Company – Taskar Global Pvt Ltd. Lucknow

Designation: Hr Executive

Since June 2022 till Date

- ✓ Performed sourcing, interviewing, negotiations, and hiring.
- ✓ Reviewed applications and resumes to support hiring activities.
- ✓ Working on complete HR Function with strict adherence
- ✓ Met with managers to discuss vacancies, applicant qualifications and characteristics of top candidates
- ✓ Customized wording of job profiles, social media techniques and website subscriptions.
- ✓ Developed communication and marketing plan and leveraged talent acquisition tools, resources
- ✓ and campaigns to source and attract top talent.
- ✓ Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- ✓ Monitor team performance and ensure that the team is productive and successful and drive the
- ✓ team towards achieving targets by motivating and mentoring them
- ✓ Cooperated with company leaders in change management and talent solutions to gain competitive edge in job market.

❖ **Company - Mahindra Powerol****Designation: Commercial HR Executive****Year Jan 2022 – June 2022**

- ✓ Vehicle Management and Recruitment
- ✓ Identified hiring needs, conducted office-wide surveys to improve company culture and facilitated benefits enrollment for over 658 full-time employees
- ✓ Organized and completed training and orientation programs for 128 new hires over a six-week period
- ✓ Managed and updated employee data, worked with medical insurance providers, input challans for PF and ESIC for our employees on every month, approved employee leave requests and managed payroll systems for 658 employees
- ✓ Vehicle Management for clearing invoicing bills which was generated by Vendors on every month
- ✓ Working on company portals for HRMS & TMI tools.

❖ **Company – Saksham Knowledge Services Pvt. Ltd Lucknow.****Designation: Operation Executive****Year August 2021 – Jan 2022**

- ✓ Increased company profits through performance optimization strategies and efficiency improvements
- ✓ Built and strengthened relationships across functional leadership areas to keep revenue development and operational plans interconnected and effective
- ✓ Prepared annual budgets with controls to prevent overages
- ✓ Introduced new methods, practices and systems to reduce turnaround time
- ✓ Performed statistical analyses to gather data for operational and forecast team needs
- ✓ Monitored digital access, used shredders and locked filing cabinets to protect confidential information
- ✓ Worked accordingly as per our Client needs (College Dekho).

THER PROFESSIONAL ASSIGNMENTS DONE❖ **Company – Foundation For Social Care****Designation – Sr.Admin Executive****Year June 2017- July 2018**❖ **Company –GVK Emri 108/102/181****Designation – Recruitment and Admin Operations****Year Aug 2016- May 2017**❖ **Company –Vodafone Mobile Services Ltd****Designation –Activation Officer****Year May 2013- Aug 2016**

Educational Qualification

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|--|-----------------|
| ✓ PGDBM: BusinessCommunication, Human Resources & Finance
Jharkhand Sai Nath University, Ranchi | Year 2012- 2013 |
| ✓ Bachelor of Arts: English Economics Political Science
Shia P.G. College – Lucknow | Year 2008- 2010 |
| ✓ Intermediate: Commerce
Ram Laxmi Mem Inter College – Lucknow . | Year 2006- 2007 |
| ✓ High School Diploma
Kali Charan Inter College – Lucknow | Year 2006- 2007 |

Personal Details

Date Of Birth	24-12-1987
Fathers Name	Lt. Atique Ahmad
Nationality	Indian
Marital Status	Single

**** References If Sought Will be Provided .**

Mohd. Amir