

MOHD ZUBAIR

Talent Acquisition Recruiter

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📍 Nainital (UK)

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WORK EXPERIENCE

Talent Acquisition Recruiter

Capgemini

📅 Apr 2021 - current

📍 Delhi NCR

- Handling full cycle of recruitment from requirement understanding to sourcing of candidates through in-house data base, using job portals, referrals.
- Handling recruitment activities from sourcing, screening, interviews, offers, follow up till the candidate joins
- Compiled feedback after interviews, and discussed compensation packages for prospective hires
- Keep in close contact with both clients and candidates in order to provide relevant, adequate and timely feedback to both sides
- Collected job requirements and posted job descriptions on company site
- Ability to perform under pressure and under tight deadlines
- Coordinated with external recruiting agencies to assess the qualifications of candidates they submitted for roles
- Worked on some of the toughest positions and managed to put candidates in process.
- Handled various special projects based on need and demand

Associate

Trans ACNR Solutions Pvt. Ltd.

📅 Dec 2018 - Dec 2020

📍 Alwar (Raj)

- Worked in Microsoft dynamic nav tools to create bill of material, production order, material challan.
- Communicated with candidates through application process, and updated candidates' status
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- Maintained office equipment, including computers, copiers, and printers, ensuring reliable function 89% of the time
- Supported additional functions in administrative, payroll, and reception areas

EDUCATION

B.Sc

Science

Kuma University

📅 April 2015 - July 2018

📍 Nainital

Certificate

Human Resource
Management: HR for
People Managers

University of Minnesota

📅 May 2021 - Nov 2022

📍 Coursera

SKILLS

- Full cycle recruiting
- Sourcing
- Negotiation
- Job posting
- Employee Onboarding
- Leadership Experience
- Candidate Assessment
- Microsoft Office

- Organized data entry of work orders, including purchasing, shipping, receiving, and other administrative tasks