

# MADIHA NAAZ



## CONTACT

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**Address:**

107, Sanskriti lok colony,  
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Uttarakhand.  
248171

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**Email:**

naazmadiha5@gmail.com

**DOB:**

July 20th 1995

## KEY SKILLS

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- Good communication skill
- Stakeholder management
- Boolean search
- Team work and collaboration
- Sourcing
- Recruitment
- Client Interaction

## SUMMARY

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MBA in Human Resource Management with extensive experience in developing and executing recruiting plans. Managed all phases of recruiting from initial sourcing, screening, scheduling, documenting and client interaction. Experience in IT, Non IT Recruitment and US staffing.

## INTERNSHIP

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06/2018 - 08/2018

**SALES & MARKETING**, HONDA (SAFSON MOTORS Private Limited) Dehradun, Uttarakhand

**Responsibilities:**

- Establish operation strategy in a team for improving sales
- Prepare data and information for making regular report data analysis

## EXPERIENCE

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June 2019 - Feb 2021

**US RECRUITER** (MASOTECH Pvt. Ltd.) Dehradun, Uttarakhand

**Responsibilities:**

- Sourcing and attracting candidates by using databases, from different portals.
- Scheduling interviews and filtering candidates for open position.
- Resume formatting.
- Maintain fruitful relationships with clients and address their needs effectively.
- Providing feedback to the candidate.
- Maintaining accurate records.
- Negotiating contracts and packages.
- Aiming to achieve daily and monthly targets.
- Handled the team of 5-6 members

## EXPERIENCE

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March 2021-till now

**RECRUITMENT ASSOCIATE** (PeopleStrong)

Gurugram, Haryana.

**Responsibilities:**

- Managing the full recruitment life cycle from sourcing, strategies, recruitment and accountable for delivering high volume of candidates.

- Regularly interacting and maintaining strong relationship with stakeholders and Business Unit to ensure hiring of successful candidates and meeting hiring goals .
- Scheduling and coordinating interviews maintaining a uniformity between candidates and panel
- Facilitating and conducting various recruitment drives to fulfill the client requirements
- Responsible for ensuring periodic follow-ups, documentation with yet to join candidates and ensuring their on boarding on time
- Maintaining MIS reports and keeping track of all candidates for better understanding of current pipeline
- Reporting and delivering pre and post interview outcome to determine the value of investments and future trends of recruitment to enable the continuous engagement with customers and candidates throughout the hiring process
- Working closely with other recruiter and team to design recruitment strategies and delivering the results as per the Client needs.
- Part of **digitalization** team to provide enriched profiles to the stakeholders.
- Have had the opportunity of working in various industry such as IT, automobile, pharmaceutical and accounts industry.

## **EDUCATION**

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	2017 - 2019
Masters in Management Of Business Administration, Graphic Era Hill University	
	2014 - 2017
Bachelor Of Commerce(hons.),IMS Unison University	

## **Languages**

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English, Hindi, Urdu.

