

# Mubina Parveen

**Mobile** : 9877643027

**Email ID** : mubina103@gmail.com

**Address** : # 1274, Lig colony, Sector 31, Gurugram, West Delhi, Delhi, India



## Objective

Human Resources Recruiter accomplished in sourcing, screening, qualifying and closing candidates, as well as coordinating interviews and follow up. Looking for new and challenging opportunities to grow and contribute to your organizations success.

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## Education

### College

**Chandigarh group of colleges, Bachelor - B.Tech**

Full Time, September 2018

### School

**Kendriya vidhyalaya**

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## Work Experience

### Unison International

Delhi, India

July 2018 - January 2019

#### Associate Recruiter

Sourcing candidates according to the Requirements for the various job positions, mainly in Retail. Responsible for the end to end recruitment process for the Retail division which includes understanding the requirement, sourcing, screening, arranging interviews and ensuring the salary fitments and salary negotiation. I have worked for many Retail brands like chanel, Kate spade, ScotchAndSoda, Puma, Hamleys.

### Theblueyed Careers

Delhi, India

February 2019 - Present

#### Recruiter

Sourcing candidates according to the Requirements. Currently working on many positions of Tech M, Liquidhub(a company of Capgemini),Goals101, LAndT , EMAAR. Responsible for the end to end recruitment process for the Technology, BFSI, Retail division. Handling multiple Bulk, standard niche and senior level position, conducting multiple drives across India

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## Skills & Interests

**Languages Known**

English, Hindi, Urdu

**Hobbies:**

Reading, Fitness

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**Other Work Skills**

- Team Player
- Microsoft Excel
- Full Cycle of Recruitment
- Pre- Screening of the candidate
- Time management
- Data Creation