

SAMEER AL ASIM

Type II/51 SCHEDULE-B PRESIDENTS ESTATE, RASHTRAPATI BHAWAN, NEW DELHI, Delhi 110004 | 09910145738 |

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Professional Summary

Dedicated HR professional with strong grasp of employment laws, compliance issues & talent acquisition. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment. Currently working with SEED CSR as Management Trainee- HR. Prior to joining SEED CSR have interned with SPARK MINDA, Quattro & Payal GROUP in the HR domain.

Skills

- Staff management
- Talent management
- Organizational development
- File and records management
- Employee relations
- Conflict resolution
- Recruitment
- Pre-employment screening
- Contract negotiation
- Wages and salary
- Candidate sourcing
- Benefits and compensation
- HRIS
- Records maintenance
- Interviewing

Work History

Management Trainee - HR

06/2019 to Current

SEED CSR – NEW DELHI, Delhi

- Actively contributing in developing, implementing, maintaining, and reviewing company policies rules and regulations in compliance with all applicable employment laws.
- Managing HRIS.
- Preparing and Issuing Offer Letters and Employment Contracts
- Processed new hires, transfers and separations.
- Operated and maintained applicant tracking and candidate management systems.
- Sourced candidates via variety of methods, including social media platforms and job boards.
- Managing PAN India Recruitment for the organization.
- Created and implemented initiatives to improve employee engagement.
- Spearheaded talent acquisition, playing instrumental role in building and retaining high-caliber teams.
- Managed full recruitment cycle of employees.

- Salary negotiation with shortlisted candidates.
- Coordinating campus hiring.

Human Resources Intern

03/2019 to 04/2019

Payal Polyplast Pvt Ltd (Payal Group) – NEW DELHI, Delhi

- Assisted HR Team in creating International Travel Policy, Grievance Redressal Policy and Separation Policy.

Human Resources Intern

09/2018 to 11/2018

Quattro Global Services Pvt. Ltd. – Gurgaon, Haryana

- Worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Developed lists of qualified candidates for corporate hiring managers.
- Administered tests, questionnaires and skill evaluations.
- Developed and managed pipeline for entry-level and experienced candidates.

Human Resources Intern

03/2018 to 04/2018

Spark Minda – Greater Noida, Uttar Pradesh

- Developed and created employee welfare program-SAKHI (Women empower initiative).
- Assisted HR team in audit.
- Conducted survey on work-life balance.
- Developed and created food waste management program.

Education

Master of Arts: Human Resources Management

07/2019

Jamia Millia Islamia - New Delhi, DL

B.Com(P): Commerce

Sri Aurobindo College (Day) - New Delhi, DL

Certifications

- Letter of Appreciation SPARK MINDA
- Letter of Appreciation PAYAL POLYPLAST

Declaration

I, SAMEER AL ASIM, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

SAMEER AL ASIM NEW DELHI, Delhi