

MUBINA PARVEEN

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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 organization's success.

EXPERIENCE

FEB 2019 – TO TILL DATE

RECRUITER, THEBLUEYED CAREERS

- Responsible for the end to end recruitment which includes multichannel sourcing, screening and closing the position.
- Client Handling(majorly handling the IT clients)
- Hands on experience on various job portals.
- Currently working on many positions of Tech M, Liquid hub (a company of Capgemini), Goals101, L&T , EMAAR. Responsible for the end to end recruitment process for the Technology, BFSI, Retail division.
- Handled Bulk, standard niche and senior level position conducting multiple drives across India.

JULY 2018 – JAN 2019

ASSOCIATE CONSULTANT, UNISON INTERNATIONAL

- Sourcing candidates according to the Requirements for the various job positions, mainly in Retail.
- Handled end to end recruitment process for the Retail division which includes understanding of 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, Scotch & Soda, Puma, Hamleys.

EDUCATION

SEP, 2018

B.TECH, CHANDIGARH GROUP OF COLLEGES

SKILLS

- Team Player
- Data creation
- Time Management
- Microsoft excel