

Uzair Memon

Karāchi, Sindh, Pakistan



uzairmaymon123@hotmail.com



03122761104



[linkedin.com/in/uzair-memon-69b450139](https://www.linkedin.com/in/uzair-memon-69b450139)

Summary

Seasoned HR Specialist with over 2+ years of experience in HR functions, operations, full cycle recruitment technical or non-technical, employees branding, hiring, onboarding process, maintaining employee relations, payroll systems, HR support, performance management, training, compliance, orientation, employee benefits, policy administration. Expertise in full cycle recruitment cross functionally.

Experience

Technical Talent Acquisition Manager/Team Lead

Tekberry

Aug 2022 - Present (3 months +)

- Managing the performance of other Recruiters and Sourcers as a team lead
- Training the newbies about sourcing and recruitment by using different platforms such as Indeed, Monster, ZipRecruiter, Dice, Career Builder
- Performing full life cycle recruitment of US / UK based Technical and Non-technical consultants and professionals for fortune 500 companies in the USA including Deloitte, Stanford University, Keysight, Coca-Cola, JP Morgan & Chase, etc.
- Connecting with clients and hiring managers regarding the roles coming in and understanding the requisition and requirements
- Posting job ads & descriptions on US job boards (Indeed, Monster, ZipRecruiter, and Linked In) to collect a relevant pool of resumes
- Performing Headhunting top-notch profiles through different search methodologies using Dice, Monster, CareerBuilder, Linked RPS, etc.
- Screening resumes, Technical screening, Interview candidates within the US, and matching their skillset as per the client's criteria
- Formatting resumes into standard formats of the client, ensuring all information mentioned is legitimate, and there are no grammatical or spelling errors
- Performing on-boarding process including back group check, payroll registration with Oasis & New hire package, etc. after selection with support of the HR operations team



Technical Recruiter

Arthur Lawrence

May 2021 - Jul 2022 (1 year 3 months)

- Performing full life cycle recruitment of US / UK based IT consultants and professionals for fortune 500 companies in USA including Deloitte, Uber etc.
- Understanding the client's requisition and requirements
- Creating & Paraphrasing job descriptions according to the client's need for IT related roles
- Posting job ads & descriptions on US job boards (Monster, Dice, and Linked in) to collect relevant pool of resumes
- Performing Headhunting top-notch profiles through different search methodologies using Dice, Monster, CareerBuilder, Linked RPS etc.

- Screening resumes, Technical screening, Interview candidates within US, and matching their skillset as per client's criteria
- Formatting resumes into standard formats of client, ensure all information mentioned is legitimate, and there are no grammatical or spelling errors
- Negotiating with candidates for compensation
- Providing submissions to clients for selection process and placements
- Performing on-boarding process including back group check, payroll registration with Oasis & New hire package etc. after selection with support of HR operations team
- Following up with candidates if he/she has necessary equipment & tools to perform job and with client if the candidates is able to fulfill their requirements accurately.



Talent Acquisition Specialist

Mushawar Recruitment Solutions

Mar 2021 - Oct 2021 (8 months)

- Play a vital role in the recruitment needs of the company
- Track and identify prospective candidates for different clients using a variety of channels
- Assess candidates to ensure qualification match and compatibility
- Review online applications, evaluate qualifications of candidates, conduct prescreen interviews to analyze candidate experience and develop a pool of shortlisted potential candidates.
- Present fully screened qualified candidates to hiring managers in a timely manner and coordinate interviews.
- Conduct telephonic interviews and follow-up references.
- Conducting initial tests of candidates, if required by the client
- Taking care of overall On-boarding to Off-boarding process
- Compiling and updating recruitment records
- Maintain candidate database against every job.
- Post job ads on relevant media platform (Linkedin, Indeed, Jobee, etc)



Human Resources

Saviours

Jan 2021 - Mar 2021 (3 months)

- Worked on Talent Acquisition and build relations with senior management of other companies.
- Handled a Complete Recruitment process.
- Manage Resources of Employee Relations.
- Looking after HR operations/services and developing/revising company policies.
- Responsible for conducting and managing the compliance and ER cases.
- Implementing Life insurance Policy.
- Worked on Health Insurance policy.
- Maintained Legal Agreements and Contract
- Planning and executing BP projects including on-the-job, off-the-job trainings and employee engagement activities.
- Worked on building chain of command for the IT company



HR

ibex

Jul 2019 - Aug 2019 (2 months)

- Worked there on many tasks with my superiors like building the employee Relations.
- Manage the documentation of existing employees. (MIS, Database)
- different duties were performed which falls in operational works.
- Managed the termination Termination process and updated the detailed on software.
- Sessions with employees of many campaigns international and domestic.

Education



Bahria University

Bachelor of Business Administration - BBA, Human Resources Management

Feb 2017 - Jan 2021

Good in personal management skills.

Specialization in Human Resources

Skills

CEIPAL • HCL • Screening Resumes • Client Relations • Sourcing • Full-life Cycle Recruiting •
Resume Writing • Executive Search • Applicant Tracking Systems • Human Resources (HR)