



Name: Fouad Azhar Siddiqui

Address: House A-25, Block B Kazimabad

Model Colony

E-mail: FouadSiddiqui24@gmail.com

Cell: 0311-2267981

LinkedIn: <https://www.linkedin.com/in/fouad-azhar-siddiqui-971b1885>

Experienced Recruiter

Recruitment Tools I have used: Monster, Dice, Recruiter-Lite, Smart Recruiters, Quick Base, Bullhorn Reach, Indeed Company Provided LinkedIn.

EXPERIENCE

**JOB TITLE: Senior HR Executive– Designocracy
October 2023 – January 2024**

- Handling International and Domestic clients of It Sector.
- Managing Admin Tasks and keeping records of employee's attendance and etc.
- Bulk Recruitment different positions through different job portals. Perform headhunting to reach potential candidates
- Generating pool for Clients requirement & internal positions. Screening Resumes
- Developing Job description for the vacant position
- Job posting on different portals such as LinkedIn, Indeed.com, Rozee.pk and other social platforms etc.
- Conducting telephonic interviews & Align physical interviews. Maintaining MIS as per interview schedule.
- Placing job offers and updating Employees Documents.
- Communicating job specification, job description, other perks and benefits. Partnering with hiring managers to determine staffing needs
- Skills: Hiring
- Skills: Human Resources (HR) Talent Management · HR Solutions · HR Consulting · IT Recruitment · IT Operations

JOB TITLE: Recruitment Executive– Fulcrum Private Limited
April 2022 - September 2023

- Handling International and Domestic clients of different sectors like FMCG, Pharmaceutical, Chemical Ind, Manufacturing, Real Estate, Ecommerce, Fintech, BPO, Banking
- Retail, Banking & Service Industry etc.
- Bulk Recruitment of blue collar and white collar positions through different job portals. Perform headhunting to reach potential candidates
- Generating pool for Clients requirement & internal positions. Screening Resumes
- Developing Job description for the vacant position
- Job posting on different portals such as LinkedIn, Indeed.com, Rozee.pk and other social platforms etc.
- Conducting telephonic interviews & Align physical interviews. Maintaining MIS as per interview schedule.
- Placing job offers and updating Employees Documents.
- Communicating job specification, job description, other perks and benefits. Partnering with hiring managers to determine staffing needs
- Skills: Hiring

Skills: Human Resources (HR) – Internet Recruiting –Leadership- Teamwork – Communication.

JOB TITLE: Talent Acquisition Specialist – CED Systems
November 2021 – March 2022

- Working as a fulltime recruiter, involved in future telecom startups with strategic support nationwide
- Helping Enterprises, OEMs and wireless operators.
- Deploy public and private connectivity solutions.
- The company has operations spread across the states nationwide
- I am tasked to headhunt and find qualified resources for current ongoing and future projects

JOB TITLE: Recruitment Executive – GMA Corporation
June 2016 – October 2021

- As an IT services provider I was responsible for the companies' major positions using tools such as dice, monster and Recruiter Lite.
- I was managing the complete recruitment cycle from searching and screening to interview scheduling
- I was also in touch with the hiring managers making sure their recruitment needs are being met
- I was also working on general HR operations as well making sure all candidates and their information is up to date.

JOB TITLE: Salesman – Dana Al Dammam, Saudi Arabia
November 2013 – February 2015

- Did sales and marketing for a mechanical engineering company in Saudi Arabia.

Academic Qualification

- Matriculation in computer science Jinnah public school
- Intermediate in commerce private, Karachi Pakistan
- B.A Hons from Karachi University Karachi (Continued)

Reference will be furnished on your request

