

SIDDIQUI RAKIM AHMED Kurshid

330/2 Baje wali Chawl hathi khai gomtipur Ahmedabad
9033874491 | siddiquirakim830@gmail.com

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

- **Shree padmavati online service Pvt LTD** 1/9/2021 - 31/10/2021
Assistant HR manager
- Complete Recruitment , Sourcing Candidate from various portals and Shortlisting the candidate.
- Scheduling the interview of candidates at the office address
- Conducting the first rounds of interview of candidates
- Interview schedule for second round with HR manager and other Departments Head.
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment.)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulation .
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database.

- **Seth CI Commerce college and school**

1/10/2018 - 31/07/2021

HR Executive

1. Working as Recruiter and helping the students of the college to get the placement by inviting many company like Frnaklyn , RBI institute of Management , Some Small Financial Complanies .
2. Using the portals for hiring the Teacher of Primary Schools and also for hiring the visiting lecturer for the college.
3. Helping the Principal for conducting the Interview of Shortlisted Candidate and schedule their interview with Principal.
4. Also Recruited the Accounts department and also the Other Inhouse Requirements for the college and school.
5. Helping Principal for making the monthly salary for Employee and maintaining the record of daily attendance of Employees in Excel sheet.
6. Helping the HOD in the management of conducting the board papers and University paper.
7. Helping the Admission Department of college by using the portal of Gujrat University for enrollment of new admitted students.
8. Provding the induction of new joining candidate with other employees and making their job role and work .
9. At the time of Auditing I was providing all the employees documents and their salary slip to the CA .

- **Home Tutor**

2017 - 2021 till now

Teacher

I have started the home tution for the students in local area for the std of class 5 to10th and after when I enter to my Graduation I also started to teach the class of 11 &12 commerce student the subject like accountacy and statistics.

Education

- **Gujrat University** 2021
BBA
72
- **GSEB** 2018
HSC
57%
- **GSEB** 2015
SSC
64%

Skills

- Communication skilo Administrative expert. HRM knowledge and expertise. Advising. Coaching. Recruitment and selection.

Language

- English Hindi Gujrati

Reference

- **Vivek Shukla - "Shree padmavati online service Pvt LTD"**
HR Head
+916359719941
- **professor Salona medam - "Seth ci commerce College"**
Vice principal of Seth commerce college.
9662004801
- **SIDDIQUI RAKIM - "Home Tutor"**
Owner
9033874491