

SYEDA KULSOOM FATEMA

SUMMARY

Dependable HR professional with extensive experience in training & development, hire to retire, talent acquisition and policy planning. Excellent problem-solver, talented at troubleshooting, remedying staff issues and complaints.

EXPERIENCE

Career Services Lead (HR Operations), 09/2021 - Current

Imarticus - Hyderabad, India

- As a part of my responsibilities, I manage end-to-end recruitment drives, handle overall backend operations, monitor and maintain databases, co-ordinate with stakeholders, review applications, posting jobs on the internal job board, coordinating with vendors and manpower supply agencies.
- Identify training needs, scheduling and conducting training sessions, collaborating with multiple teams, ensuring timely completion of tasks.
- Developed and implemented HR policies and procedures to improve operational efficiency.
- Led training and development initiatives, identifying needs and organizing relevant workshops.

Manager (HR Operations), 07/2018 - 09/2021

Qubatic - Aurangabad, India

- I started in this company as an executive and was promoted to the post of a manager in December 2020
 - I looked after HR & recruitment operations, office management, business administration, sub-vendor management, on boarding candidates, joining and exit formalities, negotiation, etc.
 - Received 'Key to Success' award by Qubatic Engineers (2020)
 - Supervised and delegated tasks to employees to meet key productivity targets.
 - Monitored staff performance, continually seeking ways to improve team delivery for optimized financial success.
 - Coached and mentored junior team members, regularly assessing knowledge and skills gaps and implementing corrective action.
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CONTACT

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SKILLS

- Employee Relations
- Stakeholder Management
- On boarding & Exit Formalities
- Training & Development
- New Hire Training
- Talent acquisition methods
- People management
- Resource allocation
- Organizational development
- Performance monitoring
- Recruitment and selection
- Workforce planning
- Strong analytical skills
- Employee data management
- LMS
- Grievances management
- Leave management

WEBSITES, PORTFOLIOS AND PROFILES

<https://www.linkedin.com/in/syeda-kulsoom-102505168/>

EDUCATION

Bachelors in Engineering, 01/2018
JNEC - Aurangabad, MH

Diploma in Engineering, 01/2015
Government College - Aurangabad

High School, High School, 01/2012
Holy Cross English School - Aurangabad

- Employee engagement
- New starter inductions
- Talent acquisition strategy
- Microsoft Excel
- Microsoft Power point
- Dashboarding
- Power Bi
- Written Communication
- AI Tools

LANGUAGES

English:	C2	Marathi:	C2
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Proficient		Proficient	
Hindi:	C2	Persian:	B2
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Proficient		Upper Intermediate	

PERSONAL INFORMATION

Date of birth: 02/06/1996
Nationality: Indian
Marital status: Married
Gender: Female