

# 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, coordinate 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.

## 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

## LANGUAGES

**English:** C2

 Proficient

**Marathi:** C2

 Proficient

**Hindi:** C2

 Proficient

**Persian:** B2

 Upper Intermediate

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

## PERSONAL INFORMATION

**Date of birth:** 02/06/1996

**Nationality:** Indian

**Marital status:** Married

**Gender:** Female