

ADIL ARFI

H.No 512 Satti Street

Roorkee

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Career Objective:

To become an effective manager in the field of HR, grow internally and externally at the same time and add value to the organization.

Work Experience:

1. Worked with **Pritam International Pvt. Limited (A Wonder Product Group of companies)** as a **Human Resource Recruitment** from December 2023 to till date.

Company Profile:

Pritam International Pvt Limited (A Wonder Product Group company) is a third party manufacturer into personal care, cosmetic and into pharma sector. The company is working as third part manufacturer for HUL, Godrej, P&G, Loreal etc.

2. Worked as a **Proprietor at "Click or Call"**, Roorkee (Departmental Store) since July 2020 to December 2023.
3. Worked with **Metro Hospital & Heart Institute, Haridwar** as a **Assistant. Manager Human Resource (Operation)** from February 2017 to March 2020. (NABH Accredited Hospital)

Company Profile:

Metro Group of Hospitals is a group of 12 (2,500+ beds) flourishing hospitals, mainly in North India, out of which 7 are NABH Accredited (NABH – is the highest accreditation body in India) and 4 are NABL Accredited (NABL is the highest body for accreditation of laboratory services).

4. Worked with **Moolchand Hospital** as a Jr Asst. Manager Human Resource from May 2016 to Feb 2017

Company Profile:

Moolchand Hospital is a Multispeciality Hospital running since 1958. It is based at Lajpat Nagar Delhi with one more center in Agra.

5. Worked as a **Sr Recruitment Executive** with **Damco Solutions Pvt. Ltd.** from May 2014 to March 2016

Company Profile:

Damco Solutions is a CMMi level 3 organisation and is a leading IT Services, Software Development company. It is in market since 1996. Damco has headquartered in Faridabad which is also its one of development center. Apart from this Damco has its operation in Noida, Chandigarh, Hyderabad, Gurgaon too. It has its global presence in USA, UK, Luxembourg, and Australia.

6. Worked as a **"Sr. Team Member – Talent Acquisition"** (Recruitment) with **"Maven Workforce Pvt. Limited"**, Noida from October 2011 to May 2014

Company Profile:

Maven Workforce is a six year old placement company having its corporate office at Delhi with branch office at Noida, Bangalore, Mumbai, UK and US. It provides solution in Recruitment, Executive Search, temp. staffing, corporate training.

7. Worked as a **Associate Consultant** (Recruitment) with “**Mount Talent Consulting**”, Noida from June 2010 to August 2011.

Company Profile:

Mount Talent Consulting is a professionally run Talent Acquisition firm in the field of recruitment consulting & corporate trainings. It is based in Sector 4 Noida. It provide placement services in IT and NON IT Sector.

8. Worked with **Datwise Consultants Pvt. Ltd. Noida as Consultant** (Recruitment) from December 2009 to June 2010.

Company Profile:

Datwise Consultants Pvt. Ltd is a placement firm founded in 2001. It is based in Sector 3, Noida. It provides placement services in different sectors as FMCG, IT, Insurance, Manufacturing (including various consumer durables), BPO, Telecom etc.

JOB PROFILE

RECRUITMENT

- Responsible for entire recruitment cycle right from Searching / Sourcing resumes, scanning the CVs, short listing the candidates, arranging interviews, coordination with functional head till on boarding.
- HR Screening.
- Taking primary HR round with candidates.
- Interview co-ordination with HOD, management etc.
- Recruitment vendor management.
- Salary negotiation with employees, management.
- Sourcing resumes from the suitable resource.
- Mapping of companies.
- Doing job posting on portals, Linked in Groups, Google Groups, Naukri, Monster etc.
- Have done recruitment for manufacturing, cosmetic, healthcare, IT and NON IT industry.

OPERATIONS

- Handling Payroll.
- Attendance Management.
- Issuing of LOI, Making Appointment letters / agreement.
- Joining formalities.
- Employee Induction.
- Employee documentation as per **NABH Guideline**
- Maintaining Employee Personal Files as per **NABH Guideline**
- Taking Disciplinary action.
- Dispute management.
- Coordinating with Consultant for PF and ESI Challan Submission.
- Exit formalities, Full and Final Settlement of employees.
- Coordinating with Head Office for entire process.

DATABASE MANAGEMENT

- New Joining Data.
- Resignation Data.
- Employee Master Data.
- Others as required by Management.

Educational Qualifications:

Professional Qualifications:

- **Post Graduate Diploma in Management** (Equivalent to MBA) in **HR & Finance** (both major Specialisation) from **Integrated Academy of Management and Technology**, Ghaziabad, Approved by AICTE. (2009) CGPA (8.5/10)

Academic Qualifications:

- B.Com from B.S.M (PG) College Roorkee (2006) 62% (Affiliated to HNB, University Srinagar, Garhwal)
- Intermediate from C.B.S.E. Board (2003) 68%
- High School C.B.S.E. Board (2001) 66%

Computer Knowledge:

- Basic knowledge of MS Office, DOS
- Excel: Vlookup, Pivot Table.
- Basic knowledge of Tally.

Extra-Curricular Activities in Academics:

- Active member of Dress committee INMANTEC
- Have taken part in role play in MANCHAN at INMANTEC
- Have taken part in debate competition at INMANTEC
- Have taken part in Management game "CAKRVIUH" at INMANTEC

Training/ Projects: (During MBA)

- Project on "Study of Industrial Relation" in International Tobacco Company Ltd. Ghaziabad.
- Final Project on "Training Need Analysis and its effectiveness" in ONGC and GAIL.
- Project on "Attrition Rate" in public sector banks
- PIT on comparative study of "children plan of Max New York and Kotak Insurance"
- Two months Summer Training on "Finalisation of Balance Sheet" in Uttarakhand Jal Vidyut Nigam Limited, Dehradun.

Languages Known:

- English
- Hindi
- Urdu

Hobbies:

- Listening Music.
- Traveling.
- Interacting with people.

Personal Detail:

Father's Name	:	Mr. Saqib Arfi
Mother's Name	:	Mrs. Farida Arfi
Spouse	:	Dr. Saba Arfi
Date Of Birth	:	22 nd September, 1983
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Passport No:	:	T4164287 (Valid Till 2029)
Permanent Address	:	House Number 512, Satti Street, Roorkee 247667 (Hardwar)- Uttarakhand
Contact Number	:	09837580034

Place:**Date:****(ADIL ARFI)**