



MOHD TAHIR

HR (Operations & Recruitment)
(Currently on Visit Visa UAE)

EDUCATION

Aligarh Muslim University

2018 - 2020

Master of Business Administration

Operations Management & HR (Supply chain, Logistics & Employee relations)

Aligarh Muslim University

2015 - 2018

Bachelor of Science

(Geology, Mathematics & Physics)

WORK EXPERIENCE

DiverseLynx LLC. - HR Executive (US Operations- Recruitment & Onboarding)

November 2021–May 2023

- Sourcing & interviewing the candidates through different Job boards as per client's requirement.
- Running payroll for all the W2 and in-house US employees.
- created smooth onboarding processes to help new hires adjust to company policies, procedures and processes.
- Prepare HR documents for all the new hires as per US regulations.
- Led professional and thorough orientation sessions, introducing new hires to key company information.

Cambay Consulting LLC. - HR Executive (US Operations- Recruitment & Onboarding)

September 2018–November 2021

- Sourcing & interviewing the candidates through different Job boards as per client's requirement.
- Running payroll for all the W2 and in-house US employees.
- created smooth onboarding processes to help new hires adjust to company policies, procedures and processes.
- Prepare HR documents for all the new hires as per US regulations.
- Led professional and thorough orientation sessions, introducing new hires to key company information.

SKILLS

HR operations
Recruitment & Sourcing
Staff Management
Onboarding & Compliance
Strategic Planning
Report Generation
Payroll
Employee Relations
Compliance cost Reduction

PROFILE

Seeking a challenging role as an HR Operations, HR Recruiter professional to leverage my expertise in managing and improving HR processes, implementing HR policies, and delivering efficient solutions to meet organizational objectives.

CONTACT

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PERSONAL INFORMATION

Father's Name: Mr. Riaz Uddin

Nationality: India

Visa Status: Visit Visa

Marital Status: Single

DOB: 13 Feb 1997

Address: Al – Falah, Abu Dhabi