



## Contact

### Phone

+971 502 405 341

### Email

ruksarsiddiqi786@gmail.com

### Address

Dubai, United Arab Emirates

### Visa Status

Employment Visa

### Date of birth

24 May 1995

### Nationality

Indian

## Language

English  
Hindi  
Urdu

## Education

### Pursuing

#### PGDM in Human Resources

L.N. Welingkar Institute of Management  
& Research

2018

#### Bachelor's of Science (BSC)

Mumbai University

## Expertise

- Talent Management
- Executive Search and Onboarding
- HR Consulting
- Email Management

# Ruksar Siddiqi

## Human Resources and Admin

Results-driven HR professional with More than 2 years of experience seeking a challenging position in Human Resources. Committed to developing and implementing effective HR strategies to attract, retain, and develop a high-performing workforce. Excellent time management and problem-solving skills with proven experience in attracting and onboarding top talent to seek and maintain full-time position. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Having the ability to work in a team. Willingness to take on added responsibilities to meet team goals.

## Experience

### January 2024 - Present

Capital Immigration Consultants

#### HR and Admin

- Assist with recruitment and onboarding process, including scheduling interviews and preparing new hire documents
- Maintain employee records and HR databases, ensuring accuracy and compliance with company policies
- Letters/ Certificates, Salary Certificate / Official Documents
- Handle administrative tasks such as managing calendars, scheduling meetings, and coordinating office events.
- Assist with payroll processing and employee benefits administration
- Respond to employee inquires and provide HR - related support as needed
- Maintain office supplies inventory and assist in managing office equipment
- Handle Exit formalities and interview procedure
- Perform other duties as assigned to support the HR and administrative functions

### July 2023 - December 2023

Adhaan Solutions Pvt Ltd

#### HR Recruiter

- Design, update job descriptions and Source potential candidates from various online channels (e.g. social media and professional platforms )
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Provide shortlists of qualified candidates to hiring managers
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard

### Feb 2021 - March 2023

Arnav Enterprises

#### Human Resources Executive

- Spearheaded full-cycle recruitment efforts, including job posting, candidate screening, interviewing, and selection.
- Defining job description and shortlisting candidates based on requirement, technology, skillset, experience, and education.
- Collaborating with hiring managers to understand their hiring needs and goals.
- Generated specific candidate pool for career pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and prescreening.
- Maintained employee files and ensured compliance with relevant legal requirements.
- Ensured new employees are getting their training properly.
- Developed and implemented employee onboarding and orientation programs to enhance new hire assimilation.
- Coordinate background checks and reference verifications.

**Sept 2018 - Dec 2020**

Indiabulls Real Estate

**Front Desk Representative & Administration**

- Reporting to management and performing administrative duties
- Answering telephone calls, screening and forwarding calls Scheduling and confirming appointments, meetings, and events
- Welcoming and assisting visitors in a friendly and professional manner
- Handling basic inquiries and sorting mail Copying, scanning, and filing documents
- Monitoring office supplies and ordering replacement

**All information in this resume is true and correct to the best of my knowledge and belief.**

Ruksar Siddiqi