



Shaheen Kungda

I have experience in Recruitment Specialist with 3+ Years of International and Domestic experience, skilled in Full-Cycle Recruiting and sourcing, CV screening, interviewing, and candidate assessment. Sourced, assessed and on boarding over 50 candidates across diverse sectors, including business, IT, Healthcare & Non IT roles. My professional journey has been marked by impactful tenures at prestigious firms such as Alois, and Zaidan Staffing. I have experience in recruitment platforms including Naukri, Indeed, Monster, Career builder and LinkedIn. Ensuring a consistent pipeline of high-caliber professionals.

Personal

Name
Shaheen Kungda

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Interests

Travelling, writing, shopping,
Spending time with family and
friends

Work experience

Talent Acquisition Sp. Apr 2023 - Jun 2024
Zaidan Staffing

- Communicate with over 25 - 30 candidates daily to discuss prospective jobs and their specifications.
- Recruiting in Healthcare and IT department for roles like Registered Nurses, Lab Technicians, Respiratory Therapist, Java Developer, .Net Developer, Web Designer and many more all across USA.
- Identifying, acquiring, assessing, and hiring candidates to fill open positions within a company.
- Perform a full life cycle recruiting role combined with special project work.
- Develops networking and referral strategy with external organizations and agencies to enhance our employment brand in the community, provide information about employment opportunities and to attract qualified candidates.
- Built And Maintained Strong Relationships, having a keen sense of negotiation with Candidates and employers.

Healthcare Recruiter Sep 2021 - Feb 2023
ALOIS Technologies Pvt. Ltd.

- Recruiting Nurses All Over US.
- Worked on Nursing as well as on Allied positions.
- Analyzing job requirements, conduct market research, and develop unique recruitment initiatives to attract top talent.
- Sourcing from the platforms like Career Builder, Travel Nurse Source, Facebook, Indeed and LinkedIn. In Addition with whole process of on boarding Nurses.
- Trained fresher's and helped them for fulfilling targets.

Branch Relationship Executive Mar 2021 - Jun 2021
State Bank of India

- Initiate outbound sales calls for Credit cards of a well-known bank i.e. State bank of India.
- Explain customers about new schemes and benefits of credit card.
- Process credit card applications.
- Initiate credit card contracts.
- Resolve problems of the customers and provide them best services.

HR Executive Jun 2020 - Dec 2020
FAQ's E-commerce Public Limited

- All HR Activities Including Payroll, Employee Activities, Sourcing and Hiring for Jamnagar, Rajkot, Ahmedabad, Vadodara, Surat and surrounding cities.
- Create and execute sourcing strategies to fill current openings and help build a healthy pipeline of qualified candidates for future openings.
- Completing joining and exit formalities of employees including Induction flow.
- Organizing events for every festivals and events of the organization.
- Conducting meetings and presentation regarding company's promotion and advertisement.
- Conducted 7-8 interviews every day in-person as well as online.

Education and Qualifications

Master of Business Administration in Human Resources Management Jun 2021 - Jun 2023
Narsee Monjee Institute of Management Studies [NMIMS], Mumbai

Bachelor of Commerce

Haria College [Saurashtra University], Jamnagar

Jun 2017 - Mar 2020

Higher Secondary Certificate

St. Ann's High School, Jamnagar

Jun 2016 - Mar 2017

Skills

Communication

Leadership

Management

Decision Making