

SIMROZ FATIMA PMP Certified

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PROFILE SUMMARY

PMP Certified, gathered fair understanding in leading end-to-end project lifecycles, from initiation and planning through execution, monitoring, and closure, ensuring projects are delivered on time, within scope, and within budget. Proven ability to align organizational goals with operational strategies, fostering a culture of continuous improvement and excellence. Successful at responding to shifting needs and priorities in a systematic and effective way. Strong attention to detail with superior multi-tasking and time management skills. Self-starter with a positive attitude and abilities to motivate staff

Accomplished professional with cross-functional experience of more than 6 years. in the areas of Business Development, Operational Support, HR Generalist Functions and People Management. Skills in instituting industry best practices to streamline operations, enhance team performance, and deliver high-impact projects. Recognized for exceptional leadership, analytical skills, and the ability to navigate complex business environments. Skilled in recruiting, developing, and leading high-performing teams, fostering collaboration, and driving employee engagement to achieve organizational goals.

Core Competencies:

- Project Life Cycle Management
- Change & Transition Management
- Project Delivery Ownership
- Client Engagement & Consulting
- Project Planning & Scheduling
- Project Progress Monitoring
- Resource Planning & Forecasting
- Strategic Planning & Execution
- Stakeholder Management
- Budgeting & Cost Control
- People Management
- Organization Development

WORK EXPERIENCE

Aug 2023 – Present: Ramy Infotech Inc., Noida, UP **Talent Solutions & Growth Consultant**

Highlights:

- Developing projects plans and timelines, tracking project progress, identifying and resolving issues to ensure project timelines were met; leading cross-functional teams for successful execution of localization and voice-over projects
- Monitoring full lifecycle recruitment, right from comprehending needs to closing deals, including sourcing, screening, negotiating, and client communication
- Sourcing and recruiting with the assistance of multiple job boards (Naukri, Monster, Indeed, ATS) and professional networks (LinkedIn, ZoomInfo)
- Assisting the hiring process by submitting profiles, verifying suitability, and following up on interview schedules
- Gathering and understanding client requirements for open positions
- Sourcing and recruiting candidates using a variety of job boards (Dice, Career Builder, Tech Fetch, Monster, Indeed, ATS, Ladders) along with professional networking sites (LinkedIn, ZoomInfo)
- Utilizing online portals and framing strategic keywords as per job descriptions, market conditions, HR, and immigration policies
- Managing multiple open positions single-handedly and cultivating robust working relationships with individuals at all levels

- Using domain expertise in various sectors, including Banking, Financial Services, Telecom, Manufacturing, Transportation, Insurance, and Broadcasting

Key Result Areas:

- **Recruitment & Talent Strategy:** Spearheading the entire cycle of recruitment and talent acquisition process
- **Scalable HR Solutions Development:** Associating with the leadership to formulate scalable HR frameworks in compliance with business growth and transformation goals
- **Screening & Sourcing:** Piloting processes related to candidate screening, interview processes, and maintenance of a strong candidate pipeline, while partnering with hiring managers to define and align on ideal candidate profiles
- **Talent Acquisition:** Leading the hiring of top talent from various sourcing channels, aligned with business projections and urgency requirements; creating/executing sourcing plans using job portals, consultants, and employee referrals
- **On-boarding:** Driving employee on-boarding and orientation while introducing new hires to company culture, policies, and procedures
- **Employee Lifecycle Management:** Facilitating full-cycle recruitment, including posting of job ads, reviewing resumes, conducting phone screenings, and assisting with interview scheduling
- **Planning & Policy:** Managing manpower planning, staffing, recruitment, and administering of employee's resignation and clearance; mapping hiring requirements and devising effective HR policies
- **Business Development:** Leading business growth and expanding market presence by identifying new business opportunities, fostering relations with potential clients, and creating strategies to enhance market position
- **Relationship Building:** Establishing robust relationships with existing and potential clients while grasping client needs and tailoring solutions to meet their specific requirements
- **Stakeholder Communication:** Ensuring clear and consistent communication with stakeholders comprising clients, team members, and senior management, with ongoing project updates and prompt addressing of concerns
- **Market Research:** Performing market research to identify new business opportunities, industry trends, and potential markets while analyzing competitor activities and market conditions for strategic planning and decision-making
- **Management Reporting:** Collaborating with the management to review organizational performance and proposing process modifications in alignment with the organizational goal

Aug 2017 – July 2023: RTL Technologies Pvt. Ltd., Noida, UP **HR**

Generalist

Highlights:

- Supervised end-to-end recruitment projects for different clients, including job posting, candidate screening, sourcing, background checks, and onboarding, in compliance with strict timelines and budgets
- Ideated and executed digital recruitment projects, empowering technology to streamline talent acquisition, reduce inperson interviews and complex procedures, and enhance flexibility, reliability, scalability, and speed
- Assimilated technology into HR operations by introducing online recruitment tools, interview platforms, digital employee information systems, remote recruitment strategies, and ATS systems
- Spearheaded the adoption of diverse technologies within HR, including online recruitment tools, interview platforms, digital employee information initiatives, remote recruitment processes, and ATS systems
- **HR Policies Implementation:** Interacted with the management for implementing HR policies and procedures as per the core organizational objectives
- **Solution Architect:** Formulated modular HR solutions to enable configuration based on industry-specific client needs
- **Process Management:** Introduced a sourcing strategy, pre-screened the candidates, and provided pre-qualified candidates for the hiring manager's evaluation
- **Recruitment Lifecycle:** Supervised a large gamut of tasks within the recruitment lifecycle, like interviewing potential candidates with the functional head, collecting documents, fitment of CTC and grades, salary negotiation, etc.
- **Operations:** Grasped requirements with sourcing, screening, discussing, managing databases, negotiating, confirming the best salaries, submitting profiles to the client, following up for interview schedules, and closing the best deals

- **Talent Acquisition:** Sourced and recruited from various Job Boards such as Naukri, Monster, Indeed, ATS, and Social, Professional, and Business Networking sites such as LinkedIn & ZoomInfo
- **Communications:** Sustained flawless communication with employees and facilitated on-time resolution of employee grievances to maintain a cordial working environment for all
- **Process Compliance:** Ensured team members comprehended and complied with established practices, professional standards, internal policies and procedures, and managed issues arising with candidates and clients
- **Training:** Organized training and development programs for managerial and non-managerial level staff
- **HR Strategy:** Streamlined HR strategies and initiatives as per overall short-term and long term goals of corporate HR functions; formulated appropriate job descriptions and job roles and identified the appropriate talent for the roles
- **Facilities Management:** Supervised office equipment like printers, computers, vending machines, AC maintenance, and other office equipment while maintaining records like courier tracking, costing and stock of stationery, canteen facilities, and other administration activities
- **Best Practices:** Recognizing the best practices based on employee satisfaction studies conducted on challenges in employee management
- **Performance Management:** Rendered assistance in the tracking of performance evaluation and undertaking of corrective actions
- **Exit Interview:** Held exit interviews, completed clearance formalities, and issued relieving letters and experience letters
- **Grievances:** Resolved employee queries and grievances with regards to LOPs, salaries, and reimbursements, addressed employee grievances on disciplinary issues, and served as a SPOC for internal and external audit
- **Needs Assessment:** Oversaw needs assessment, developed training roadmaps, and established programs, policies and strategies to meet short-term and long-term requirements
- **Legal Compliance:** Monitored payroll, benefits, employee taxes, PF, ESI, governmental compliance, risk management, safety, workers' compensation, insurance, and legal challenges
- **Employee Engagement:** Led effective employee engagement exercises to create and maintain a positive relationship with employees as per the organizational culture
- **Training Programs:** Organized workshops, seminars, and training programs, thereby enhancing employee skills and fostering professional growth of the new and existing employees

EDUCATION

- **Post Graduate Diploma in Computer Applications** from Patna University, Patna, 2004
- **Bachelor of Computer Applications** from Patna Women's College, Patna, 2002

CERTIFICATIONS

- **Microsoft Copilot Certificate**, Code 8001259, Mar 2025
- **PMP Certified** from PMI, May 2024

TECHNICAL SKILLS

- **HRIS Tools:** Workday
- **Productivity:** Microsoft Office Suite (Excel, PowerPoint, Word), Teams, Outlook
- **Design:** Canva

SOFT SKILLS

- Idea Architect
- Planner
- Problem Solver
- Collaborative
- Superior Organization
- Excellent Negotiation
- Interpersonal Communication
- Motivational Leadership

LINGUISTIC SKILLS

- English (Fluent)
- Hindi (Fluent)