



**FALCON®**  
MULTI SERVICES LTD

**Falcon Multi Services Ltd**

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	7050
<b>Name</b>	Mohammad Afroj
<b>Date of Birth</b>	2000-02-03
<b>Salary (in USD)</b>	60000/Per Annum
<b>Industry</b>	HR
<b>Sub Industry</b>	HR - Trainer / Instructor
<b>Nationality</b>	India
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Hindi,
<b>Total Years of Experience</b>	4

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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Managed end-to-end recruitment process including understanding client requirements, sourcing, screening, and shortlisting candidates. Sourced candidates through job portals such as LinkedIn, Indeed and Naukri Gulf using Boolean search techniques. Conducted initial telephonic interviews to assess experience, salary expectations, and availability. Coordinated interviews between candidates and hiring managers and followed up for feedback. Maintained and updated CV database, prepared daily recruitment reports, and supported offer and onboarding processes. Screened CVs and conducted initial telephonic interviews to evaluate experience, technical skills, salary expectations, and notice period. Coordinated and scheduled interviews with hiring managers and ensured timely follow-up on feedback. Built and maintained a strong candidate pipeline for Oil & Gas, Technical, and other niche roles. Posted job advertisements, created employer profiles, and managed job listings across multiple recruitment platforms. Maintained and updated candidate database and recruitment trackers on a daily basis. Prepared and shared shortlisted candidate profiles along with interview status reports to management.

UAE Labour Law  
Certification HR  
Management  
Certification

## Education Summary

Course	University	Passing Year	Country
Mba	Usha Martin University	2024	India

## Career Summary

Position	Employer	Country	From	To
HR EXECUTIVE	Voltas	India	06/2020	08/2022
Global Talent Acquisition Specialist	Reputed Company	India	04/2024	11/2025

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)