

**POSITION: Sr. Recruitment Executive / Technical Recruiter**

**NAME: NOORULAEIN SHAIKH**

**MAIL : Noorains49@gmail.com**

**MOBILE NO : +91-9137395859**

**LinkedIN Profile : linkedin.com/in/noorulaein-shaikh-95534312b/**

**CORE COMPETENCIES:**

HR professional with 5+ years of experience in recruitment mainly in the field of EPC, Oil & Gas, Petrochemical, Refinery, Power etc.in leading Oil & Gas, Power companies in Abroad. Oil and Gas Design Engineering of roles across downstream, midstream and upstream including Offshore, Onshore, LNG, Pipeline, Subsea. Recruitment experience with exposure to White Collar, Blue Collar, Technical, Managerial and Head positions Contract & Permanent Role. Making the most of behavioral based recruitment and advising Managers of possible limitations for resourcing based on market trends.

**Major Client:**



**JOB PORTALS**

Naukri, Naukri Gulf, Monster, Monster Gulf, Shine, Oil & Gas Job Search, Rig zone, Bayt.

**Social Networks:**

LinkedIn, Facebook, Twitter, Recruiting Blogs

**TOTAL WORK EXPERIENCES:**

COMPANY	POSITION	PLACE	DURATION
AL SOFI GROUP	Senior Recruiter	INDIA, MUMBAI	28.03.2024 Till Date
ATS HR Solutions	Senior Sourcing Executive	INDIA, MUMBAI	17.05.2023 – 02.02.2024
Man force Group - Manpower supply company	Talent Acquisition Officer	QATAR, DOHA	16.09.2022 - 06.03.2023
ASMACS GROUP	Sourcing Officer	INDIA, MUMBAI	17.08.2019 - 10.08.2022

**Key Positions Worked upon (Oil & Gas) Commissioning / Maintenance / Operation**

Sr. Engineer – Process, Loss prevention engineer, Sr. Project Engineer - Onshore - Commissioning, Mechanical Engineer/Supervisor, Electrical & Instrument Engineer, Rig/Field Superintendent, Site Coordinator, QA/QC

Inspector, Lead Planning Area Planner, Lead HSE Trainer, Warehouse Coordinator, Structural Draughtsman, Instrument Technician, QC welding, CNC Machinist API, Project Engineer, commissioning manager, Coatings superintendent, Telecom Supervisor, Painting Supervisor, Cost Control Engineer, Sr. Operator, Sr Engineer - Commissioning, HVAC, Material Coordinator, HSE Advisor.

### **Key Positions Worked upon (Oil & Gas Design Engineering) Feed / Design**

Piping Designer, Sr Instrumentation Designer, Electrical PDS Designer, Piping Stress Engineers, Piping SP3D Modellers, Structural Designer, Sr. Mechanical Engineer (Design), Civil designer, PDMS Administrator, SP3d Civil Designer, MEP Design Lead, Process Engineers, Structural Design Engineer, Marine Civil Engineer, Civil 3D Cad Technician, Static Engineer, HVAC Designer, Tekla Checker, I&C Designer, Project Designers, AutoCAD Plant 3D Designer etc.

### **IN BRIEF:**

- Handling end to end recruitment process for senior & middle management level.
- Understanding the client requirements.
- After receiving the requisition from the client, analyze, planning for sourcing and hiring candidates for timely completion of the manpower requirements of the client before deadline.
- Sourcing candidates through different channels of Recruitment like various Job Portals, Professional Sites, Database, as well as through networking, headhunting, recommendations and referrals.
- Involvement in preliminary Screening the potential candidates over telephone through sound technical knowledge to ascertain their competencies, academic, experience, & communication skills and aspirations i.e. positions, salary, relocation aspects etc.
- Inform applicants about job responsibility, designation, compensation & benefits, work schedules & working conditions, company policies, promotional opportunities & other related information.
- conduct reference & background checks.
- Ability to negotiate rates/salaries, present and sell candidates within their business areas, whilst ensuring that all processes are followed in line with the agreed methodology.
- Pre and post interview follow-up with the candidates.
- Client Co-ordination.
- Continuous follow up with client and candidates for interview co-ordination, salary negotiation and joining.
- Preparing and Updating MIS Reports on Daily, weekly and Monthly basis
- Responsible for understanding, monitoring and maintaining existing work processes.
- Involved in all recruitment process.
- Coordinate with the project and recruiter/Consultancy, and then make the plan for recruitment.
- Use the various strategies for sourcing of manpower and deploy to the project site.
- Acting as primary point of contact and Resolving candidate queries regarding the interview procedures.
- Conduct the activities in the pre-selection process for candidates, which include screening, preliminary interview action, qualification verification, reference checking, and final Technical interview coordination.
- Conduct the written test of the candidates.
- Verify the certificates of the candidates.
- Manage the trade test schedule for the craft worker before placing them to the project site.
- Handling the deployment process of candidates.
- Conduct pre-departure induction/orientation for candidates
- Co-ordinate with the project site with different issues i.e. Visa application status, mobilization status, air ticket approval status, employment re-contract of employees after completion of employment contract and labor relation department regarding the issues of laborers working at project site.
- Solve the issues of workers.
- Manage the database.
- Handling day to day office admin works.

**On boarding/Client Relationship:**

- Coordinate with the candidates regarding their signed offer letter
- Coordinate with the client and candidate for negotiation of the offer
- Coordinate with the candidates for the required documents for Employment Visa, i.e., Degree Attestation, labor approval, etc.
- Involved in the process of commercials – fixing rates, renewal of contracts, invoicing, accounts receivable, etc.
- Coordinate with the candidates for the required documents for security clearance approval
- Assist the candidates with the medical requirements for medical clearance approval
- Submit required documents to the clients for further processing
- Follow up with the client regarding the candidates' security and medical clearance approval.
- Coordinate with the candidate regarding his joining date once his recruitment formalities have been completed
- Coordinate directly with the Team regarding the mobilization of the candidate
- If contract hire, submit the required documents to PRO for employment visa application.
- Request Letter of Assistance to the client as it is mandatory for the mobilization of the candidate to the site
- Arrange for the airline and hotel booking of the candidate. Liaises with the approved traveled agencies and hotel for the arrangements.
- Prepare documents for the security pass and coordinate with the PRO for the security pass of the candidate.
- Sending a request for the schedule of medical appointment of the candidate
- Candidates to be sent to site for his mobilization
- Make a reminder and report for the expiration of the candidate's security pass and optima card.
- Assist in the mobilization of the candidate's family, such as residence visa, medical insurance, etc.

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**EDUCATION:**

<b>BOARD / UNIVERSITY</b>	<b>Sir Satya Sai University of Technology and Medical science college</b>
<b>MUMBAI UNIVERSITY</b>	<b>B.TECH (Mechanical Engineering)</b>
<b>Technical Qualification</b>	<b>Ms.Office / Naukrigulf Certified Recruiter / AutoCadd 2D &amp; 3D</b>

**PERSONAL DETAILS:**

**Full Name : NOORULAEIN SHAIKH**  
**Father Name: SHAIKH MOHD YUSUF**  
**Date of Birth: 04-01-1997**  
**Religion : ISLAM**  
**Nationality: INDIA**  
**Passport No:**  
**U1020990 Expire**  
**Date: 10/10/2029**

**Required Skills**

- Communication Skills
- Interviewing Skills
- Basic Analytical Skills
- Attention to Details
- Administration Skills

**Residential Address**

Mumbai, Maharashtra, India



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

माध्यमिक शालान्त प्रमाणपत्र परीक्षा - गुणपत्रक

SECONDARY SCHOOL CERTIFICATE EXAMINATION - STATEMENT OF MARKS

आसन क्रमांक SEAT NO.	केन्द्र क्रमांक CENTRE NO.	जिल्हा व शाळा क्रमांक DIST. & SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रकेचा अनुक्रमांक SR.NO. OF STATEMENT
A199796	2086	31.03.040	MARCH-2012	209662

उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

**Shaikh Noorulain Yusuf**

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME **Shanz Begum**

विषयाचा सांकेतिक क्रमांक व विषयाचे नांव Subject Code No. and Subject Name	कमाल गुण Max. Marks	प्राप्त गुण किंवा श्रेणी / Marks or Grade Obtained	
		In Figures	In Words
03 ENGLISH (1ST LANG)	100	057	FIFTYSEVEN
16 MARATHI (2/3 LANG)	100	055	FIFTYFIVE
15 HINDI (2/3 LANG)	100	063	SIXTYTHREE
71 MATHEMATICS	150	067	SIXTYSEVEN
72 SCIENCE & TECHNOLOGY	100	073	SEVENTYTHREE
73 SOCIAL SCIENCES	100	066	SIXTYSIX
K7 INFORMATION TECHNOLOGY	*	A	
P1 HEALTH & PHYSICAL EDUCATION	*	B	
P6 SOCIAL SERVICE	*	A	
R6 PERSONALITY DEVELOPMENT	*	B	
38 ENVIRONMENT EDUCATION	*	A	
Result / निकाल PASS	500	314	THREE HUNDRED AND FOURTEEN
Percentage/टक्केवारी 62.80	Total Marks		

**S121489662**

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महत्वाचे, टीप, कार्यान्वयन व शालेय विषयातील श्रेणी आणि  
चिन्हांची माहिती यांचा तपशील मागील पृष्ठावर पहावा.  
See overleaf for Important, Notes, Grades in  
work experience & school subjects and  
meaning of special characters.

विभागीय सचिव/Divisional Secretary



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

उच्च माध्यमिक प्रमाणपत्र परीक्षा - गुणपत्रक

HIGHER SECONDARY CERTIFICATE EXAMINATION - STATEMENT OF MARKS

शाखा STREAM	आसन क्रमांक SEAT NO.	केन्द्र क्रमांक CENTRE NO.	जिल्हा व उच्च.माध्य.शाला क्रमांक DIST.& HR.SEC.SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रकेचा अनुक्रमांक SR.NO. OF STATEMENT
SCIENCE	M052608	3257	31.04.021	FEBRUARY-15	190402

उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

**Shaikh Noorulain Yusuf**

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME

**Shanaz Begum**

विषयाचा सांकेतिक क्रमांक व विषयाचे नाव Subject Code No. and Subject Name	* माध्यम Medium	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained		
			In Figures	In Words	
01 ENGLISH	ENG	100	060	SIXTY	
04 HINDI	HIN	100	070	SEVENTY	
40 MATHEMATICS & STATISTICS	ENG	100	040	FORTY	
54 PHYSICS	ENG	100	036	THIRTYSIX	
55 CHEMISTRY	ENG	100	044	FORTYFOUR	
56 BIOLOGY	ENG	100	047	FORTYSEVEN	
31 ENVIRONMENT EDUCATION	ENG	050	037	THIRTYSEVEN	
30 HEALTH & PHYSICAL EDUCATION (GRADE)	B				
Result / निकाल PASS	Percentage / टक्केवारी 51.38	एकूण गुण / Total Marks	650	334	THREE HUNDRED AND THIRTYFOUR

**H151260402**

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महत्वाचे, टीप, आरोग्य व शारीरिक शिक्षण विषयातील श्रेणी आणि चिन्हांची माहिती यांचा तपशील मागील पृष्ठावर पहावा.  
See overleaf for Important, Notes, Grades in Health & Physical Education Subject and meaning of special characters.

*Shiel*

विभागीय सचिव/Divisional Secretary

श्री सत्य साइ यूनिवर्सिटी ऑफ टेक्नोलॉजी एण्ड मेडिकल साइंसेस, सीहोर  
SRI SATYA SAI UNIVERSITY OF TECHNOLOGY & MEDICAL SCIENCES, SEHORE



बैचलर ऑफ इंजीनियरिंग



प्रमाणित किया जाता है कि सुश्री/श्री शेख नूरुलीन यूसुफ  
पुत्र/पुत्री श्री मो यूसुफ ने इस  
विश्वविद्यालय की बैचलर ऑफ इंजीनियरिंग मेकेनिकल इंजीनियरिंग  
की परीक्षा वर्ष 2019 में प्रथम श्रेणी में उत्तीर्ण की तथा  
10 बिन्दु ग्रेडिंग प्रणाली में 6.92 सी.जी.पी.ए. प्राप्त किये।

अतः बैचलर ऑफ इंजीनियरिंग की उपाधि प्रदान की जाती है।

**BACHELOR OF ENGINEERING**

This is to certify that Ms./Mr. SHAIKH NOORULAEIN YUSUF  
S/o,D/o. Shri MOHD YUSUF has passed the  
examination of Bachelor of Engineering MECHANICAL ENGINEERING  
of this University in the year 2019 in FIRST Division  
and obtained 6.92 C.G.P.A. in 10 Point Grading System.

She/He is being awarded the degree of Bachelor of Engineering.



कुलसचिव  
Registrar



This is to certify that

*Mr. Noorulaien Shaikh*

has successfully cleared the Naukrigulf Recruiter Certification on **1-May-23** which showcases his skills as a qualified recruiter for the Gulf market. We appreciate his expertise as an HR Recruiter and wish him all the luck in his professional career.

**Certification ID : AX5133**

(Certificate is valid till 30-Apr-25)

Sharad Sindhvani  
Senior Vice President, Naukrigulf



