

# FAIZ IDRISI

## HR Operations Analyst

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### SUMMARY

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A dedicated HR professional with more than 4 years of experience in Talent Acquisition and Operations and Payroll. An expert in contingent search, executive search, interview preparation, background checks, offshore sourcing, HR management, social media search, employer branding, client acquisition, employee data management, benefits administration, compliance with employment laws, employee on boarding, employee relations, and HR system management.

### EXPERIENCE

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Accenture - Mumbai, India.  
HR Service Delivery Analyst

December 2021 – Present

- Ensuring smooth on-boarding of offered candidates. Manage the pre- on boarding process for all offered candidates including but not limited to preparing offer letters, assisting them with documentation, administering background checks and supporting HR Advisors with weekly inductions to ensure a positive on boarding experience
- Creating offer letters, pre-employment validations, processing new hires, start date change, failed hire termination other employment activities in the ADP payroll system as well as the Success Factors HR system
- Reconciling all financial spreadsheets including new hires, bonus, commissions, referral payments, terminations, and all other employment-related activities
- Maintaining accuracy of employee details on tracker
- Providing query resolution within the SLA
- Working on HRMS and Oracle for candidate's profile setup.

MyPM (My Portfolio Manager) - Mumbai, India.  
Application Specialist

February 2021 – November 2021

- Monitoring and applying best practices for job applications
- Analysing the relevancy of job opportunities matching the candidate profile
- Reporting on the status of job applications
- Working on Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Working on various job portals
- Following up on job applications with recruiters over call, LinkedIn, and Email
- Monitoring applications daily.

- Communicating with clients to get a clear view of their hiring needs and organizational goals
  - Developing and implementing strategies based on the client's needs
  - Sourcing and attracting candidates by using databases, social media etc
  - Screening resumes and job applications
  - Conducting Interviews of candidates to assess their qualifications, skills, and cultural fit
  - Extending offers, salary negotiation to selected candidates
  - Onboarding new hires, coordinating the onboarding process including paperwork, orientation, and training.
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## EDUCATION

University of Mumbai

2019

Bachelors in Management Studies

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## PROFESSIONAL SKILLS

- Talent Sourcing
  - Talent Acquisition
  - Talent Pipelining
  - Boolean Search
  - Recruitment
  - Sourcing, Screening & Interviewing
  - Background Checks
  - Payroll
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## PERSONAL SKILLS

- Planning
  - Communication
  - Problem Solving
  - Delegation
  - Time Management
  - Teamwork
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## CERTIFICATIONS AND TRAINING

- Tally.ERP9
- COBE Fundamentals
- Talent Acquisition 101
- Technology Quotient

## COMPUTER LITERACY

- Oracle
  - Zendesk
  - Application Tracking System
  - MS Word, Excel, PowerPoint
  - Success Factors (SAP)
  - Accounting Software (Tally.ERP9)
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## PERSONAL DETAILS

- Nationality: Indian
  - Visa Status: Visit
  - Marital Status: Single
  - Gender: Male
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## LANGUAGES

- English
- Hindi