




ABDULKADIR GHADIALI



Talent Acquisition Specialist / HR Coordinator

✉ Abdulkadirg@outlook.in | ☎ +971 58503 5889 |  | Electra Street, Abu Dhabi, UAE

PROFESSIONAL OVERVIEW

Experienced HR Coordinator in the UAE, skilled in payroll, recruitment, and client management. Proven track record in talent acquisition and payroll administration. Committed to optimizing HR strategies for organizational success and employee satisfaction. Thrives in fast-paced environments.

PROFESSIONAL EXPERIENCE

IDS HR CONSULTANCY. L.L.C- HR COORDINATOR/TALENT ACQUISITION SPECIALIST (Since May 24)

- Sourcing and shortlist the profile according to the manpower and stakeholders' exaction and coordination with the hiring managers for the perfect profile.
- Handling team of 4 Recruiters.
- Managing the Payroll & Attendance.
- Handling all activities related to Administration.
- Handling Invoicing, VAT Filling etc



MyRCloud (Partner with EMA Partners) -Program Manager (Aditya Birla Renewables)

- Monitored metrics and developed actionable insights to improve efficiency and performance.
- Reviewed products and user documentation to assess compliance with client success processes.
- Planned, articulated and executed client development strategies.
- Facilitated penetration of key accounts via strategic planning initiatives.
- Ownership of P&L and invoicing, contract renewal , retention and billing. Upselling and cross selling, mining the account.
- Developing and implementing strategic plans to manage and grow accounts. Responsible for supervising and leading a team of Key Account Managers

TAGGD-by People Strong (Senior Recruitment Associate) -(Dec'21- March'24)



- Lateral Hiring-Responsible for hiring for Manager to Vice President Level of Corporate Hiring
- Enabling sourcing for mid –senior positions through various channels i.e. Linked in, IJP, job Portals (Naukri, Shine, Times, Monster, IIM jobs, LinkedIn Recruiter, social media-Facebook)
- Handling Complete End to End Recruitment.
- Sourcing and shortlist the profile according to the manpower and stakeholders' exaction and coordination with the hiring managers for the perfect profile.
- Conducting job analysis meetings with business leaders
- Conducting preliminary round of HR interview for initial screening.
- Sharing org announcement for the new joiners.
- Having experience on different ATS Platform (Smart Recruit, Hive)

- Responsible for hiring candidates from the background such as Operations, Accounts payable, Financial Analyst, Data Analyst, Financial Project Controller, Treasury Head, Sales Head, Alliance Head, Marketing Head Etc
- Has good experience in Vendor Management, Stakeholder's Management and Negotiation Skill
- Follow up with the candidate on a weekly basis till their joining for a smooth onboarding.
- Sourcing and shortlist the profile according to the manpower and stakeholders' exaction and coordination with the hiring managers for the perfect profile.
- Creating Salary Fitment or Offer Letter for the selected candidates and getting it approved from CHRO.
- Scheduling selected candidates for medical examination from Quantum Medicals
- Co Ordinating with the candidate to complete they're on boarding on People strong Platform.
- Sharing the candidate details for the DOJ
- Co Ordinating with IT Team for IT Assets & E Mail ID Creation for the candidate on first day of joining for candidates.

Clients Worked With



M Gheewala Global HR Consultancy - Senior Recruitment Specialist **(31st October 2018 to 8th December 2021)**



- Possess excellent understanding of the client's requirements.
- Handling end to end recruitment for Health Care Sector, Oil & Gas Sector Involved in recruitment drives/Walkins
- Majorly involved in hiring of mid-level to senior level resource of across location.
- Expert in finding relevant profiles through job portals (Naukri, Shine, Monster, TimesJob)
- High level of proficiency with Office, MS Word and Excel software.
- Screening the candidates, interacting with the candidates to ensure the interest and suitability of the candidate for the requirement and coordinating technical interviews with the candidates and Client.
- Briefing the candidates regarding the job profile, salary package and organization. To send preliminary short listed candidates' profiles to the client.
- Maintaining & managing the database of Candidates as well as Clients.
- Maintaining up to date tracking
- Periodic following up with offered candidates to ensure candidates are in track
- Negotiating with candidate on position, job responsibility and compensation package and regular follow-up till the date of joining.

Certification Course

- Graphic Designing {Arena Multimedia}
- Hardware & Networking {NIIT}
- Advance Computer Accountancy test.
- Certificate Course in Talent Management.
- Certificate course in Human Resource Management.
- SHRM Certified
- Training on Technical Recruiter Course (LINKDIN)

Educational Qualification

Degree /Course	Institutions	Year Of Passing	Percentage
SSC	Anjuman-I-High School	2010	67%
HSC	Burhani College	2012	59%
B.M.S/ BBA	Burhani College	2015	60%
M.COM	Siddharth College	2021	65%

Personal Details

Name: Abdulkadir Ghadiali

Fathers Name: Huned Ghadiali

Mother Name: Mariam Ghadiali

Passport Number: U8517293

Passport Expiry: 17th November 2030

Date of Birth: 27th May 1994

Language Known: English, Hindi, Arabic, Gujrati, German (Basics)

Marital Status: Married