

17th Jan 2014.

Notice for Placement

Job opportunity for Diploma in Human Resource Management

Company Name:- **AL-YOUSUF ENTERPRISES**

Position:- **HR COORDINATOR & MOBILIZATION COORDINATOR**

Company Website: - www.alyousufent.com

Work Location:- **Head office:** 215, Topiwala Mansion, SVP Road, Dongri,
Mumbai - 400009 (Nr. Sandhurst Rd. Station)

Company Background / About Company: www.alyousufent.com

Job Profile / Responsibilities:

HR COORDINATOR - stage from recruitment till selection

- 1) Search candidates on Job portals as per JD
- 2) Retrieving cvs arranging candidates documents for short listing
- 3) Arrange telephonic, Skype and personal interview
- 4) Follow up with candidates till their selection

MOBILIZATION COORDINATOR – Stage after selection till mobilization

- 1) Collect original documents of candidates
- 2) Arrange their Medical checkup and update their medical status
- 3) Follow up for degree attestation from Embassy
- 4) Follow up for visa and submission
- 5) Arrange candidates travel
- 6) Take care of MIS Updating and files

Key Skills: Recruitment, MIS, visa processing

Required Qualification: Graduate/ Diploma in Human Resource Management / post graduate

Experience: 0-2 years

Other / Special Requirements:

Remuneration: 96,000 – 1, 80,000 pa (it can vary based on qualification)

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Ms. Sona Ganani

Email id: - sona@alyousufent.com Contact no: - 022- 66685563

Corporate Office: Apeejay Business Center , Apeejay House , 2nd Flr., Churchgate, Next To KC College , Mumbai - 20. (Maharashtra)