

**Waleed Mohammed**  
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I am a strong and open-minded individual with effective communication and organisational skills. I am an excellent team player with the capability to integrate into a dynamic working environment with ease, and to use my own initiative to achieve targets. I am versatile, ambitious and extremely motivated to learn new skills quickly and I always welcome the opportunity to increase my levels of responsibility as I like a challenge and strongly believe that by doing so it greatly strengthens my character and self-confidence. Life is a continuous learning process with endless opportunities available which I like to take advantage of whenever possible. I strongly believe in making a difference in this world by taking it upon myself to make a change, this may even mean by supporting others with their day-to-day dilemmas that they may face.

**Certificate course completed Recruitment Consultant October 2021.**  
**Diploma course in Human Resources September 2022.**  
**Currently studying towards a Level 5 Diploma in Recruitment Consultant.**

## **WORK EXPERIENCE**

**Freelance Recruiter since January 2025**

**Phoenix Recruitment**  
**Recruitment Consultant Feb 2021 – Dec 2024**  
**Part time Resourcer Sept 2018 – Feb 2021**

**Billings - 2021 £65k 2022-£115k 2023-£178k 2024-£205k**

Maintained a 95% placement rate.

- Developed and managed recruitment processes.
- Proactively recruited qualified candidates for progressive job requirements.
- Coordinated, organized, oversaw and participated in career fairs, including conducting verbal presentations and interviewing with prospective, contract employees.
- Conducted reference checks and positively identified viable candidates for various work assignments.
- Accurately filled project orders and matched the best candidates with the right skill-sets for job requirements.
- Provided career counselling and effectively motivated consultants on assignments.
- Preparing consultants for successful working partnerships with company clients.
- Served as liaison between consultants, company and clients.
- Positively and expediently resolved consultant/client conflicts.
- Implemented and presided over weekly recruitment staff meetings to maintain professional standards and consistency in the recruiting process.
- Oversaw the structuring and billing procedures by reconciling consultant timesheets with hours worked and projects completed on client work site.
- Assisted with the overall administrative operation of the branch, including office and staff management.

## **HR Administrator**

UPS Jan 2019 to Feb 21

- Staffing, Recruitment, Interviewing, & New-Hire Orientations
- Policy Development & Implementation
- Compensation & Benefits Administration
- Payroll Administration
- Human Resource Reporting
- EEO Documentation Compliance
- Job Description Review & Writing
- Safety & Accident Reporting
- Union Labor Contract Negotiations

## **Crew Member, Assistant Manager**

### **Allenton Kebabs, Allenton - Derby - August 2008 to January 2019**

- Prepared food - Took orders via phone or face to face. - Stock control – Recruitment - Payroll

### **Crew Member McDonald's -September 2006 to June 2008**

preparing food, - taking orders in the drive-thru or at the tills - maintaining the Health and Safety code - stock taking.

### **Search Consultancy BT Broadband Technical Help June 2005 - August 2006**

Provided technical support to Internet customers struggling to connect their PC's.

### **Crew Member, Assistant Manager Panda Express - Ashbourne -May 2003 to June 2005**

- Prepared food - Took orders via phone or face to face - Stock control - Recruitment – Payroll

### **Focus Retail Recruitment, Derby Office Assistant May 2003 to September 2004**

- Administration of application forms, - directing candidates to the right person - discussing with clients in establishing their recruitment needs.

## **SKILLS**

Microsoft Office, Web Design, Social Media Marketing, Customer Service, HR, Sales,

CRM, Recruitment, Administration, Inbound Calls, Outbound calls