
ZUBIA SAMREEN

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Professional Summary

Results-driven HR professional with demonstrated experience in talent acquisition, employee relations, and compliance. Expert in optimizing recruitment processes, enhancing onboarding efficiency, and promoting healthy workplace culture. Strongly committed to driving HR excellence and supporting organizational growth.

Professional Experience

SSG Skills Arena (Club Showdown) | Noida
HR Executive | January 2026 – Present

- Handled payroll processing, attendance, and employee records in compliance with company policies and statutory requirements.
- Implemented and supported HR policies and procedures across the organization.
- Coordinated onboarding, exit formalities, and final settlements.
- Addressed employee queries related to payroll, leave, and HR policies.
- Maintained HR data and supported recruitment and HR operations as needed.

Tallento.ai | Delhi
Talent Acquisition Specialist | August 2025 – November, 2025

- Managed end-to-end recruitment of professional teachers specializing in competitive exam preparation for leading coaching institutes, including Allen, Aakash, and others.
- Collaborated with stakeholders to define role requirements, job descriptions, and candidate profiles with a focus on the education and teaching sector.
- Sourced, screened, and shortlisted qualified teaching professionals using job portals, social media, and internal databases.
- Conducted preliminary interviews and assessments to evaluate subject expertise, teaching methodology, and teaching aptitude.
- Coordinated interview scheduling and selection processes with client institutes to ensure timely and smooth hiring.
- Negotiated offers, managed onboarding, and provided complete hiring support to fulfill client staffing needs efficiently.
- Maintained talent pipelines and cultivated industry networks to support future hiring requirements in the education and coaching sector.

Tribiz India | Delhi

HR Supervisor | May'24 – Mar'25

- Designed and executed targeted recruitment strategies based on detailed personnel forecasts, reducing time-to-fill rates by 20%
- Managed the complete recruitment lifecycle: sourced, screened, interviewed (via telephone, video, and in-person), and onboarded new hires across departments, achieving an average monthly hire rate of 30–35 employees while ensuring cultural fit and values alignment
- Served as a key liaison between management and staff, mediating employee disputes and actively fostering a positive, inclusive work environment
- Conducted employee training sessions on topics such as diversity and inclusion, and company policy awareness
- Maintained accurate employee records and ensured compliance during both joining and exit formalities.
- Oversaw employee database management for accuracy and accessibility
- Conducted job analysis, identified workforce needs, and defined role qualifications for upcoming hires
- Launched employee engagement programs, increasing satisfaction scores by 25%
- Improved new customer acquisition via timely recruitment of qualified staff
- Streamlined performance management procedures, resulting in a 16% boost in employee productivity
- Enhanced customer satisfaction by developing and retaining employees focused on delivering outstanding service

Skills

- Employee Life-cycle Management
- Succession Planning
- Workforce Planning
- Recruitment and Talent Acquisition
- HR Policies & Procedures
- Employee Relations
- Training & Development
- HRMS Technology

Education

- Masters of Business Application – Jamia Hamdard University
- Bachelor of Arts, English (Honors) – Lingaya's Vidyapeeth