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Possess EU work Visa

KEY SKILLS

Tech Recruitment

Non Tech Recruitment

End to End Recruitment

Employee Relations

People Development

Workforce Planning

Training & Development

Vendor Management

Operations

Customer Service

Social Media

Management

Branding and Design

Marketing

Organizational Process

LANGUAGES

Basic German A1

Fluent English

Fluent Hindi

Intermediate Gujarati

EXPERIENCE

Startup

Founder

March 2021 – Till Date

Club Mentorship

Mentor

June 2021 – Till Date

ERGO Group

Consultant – New Business

March 2021 – Till Date

Liquidspace Entertainment/Coffee Go Round Entertainment, India

Assistant General Manager/Deputy General Manager

A full-scale Event Management Company with an in-house Marketing, Creative and Production Team. Our clients were from the Finance, Retail, Luxury Automobiles mainly. The company worked on monthly targets of minimum of 5000 Euros. Liquidspace was completely rebranded to Coffee Go Round Entertainment

March 2017 - July 2019

- Development, Production and delivery of projects from proposal right up to delivery
- Delivering on time within budget that meet and exceed expectations.
- Development of HR Processes
- Management of team and individual growth and productivity
- Setting goals for department heads

VOLUNTEERING

United Nations PEOI
Social Media Strategist

January 2017 – March
2019

Planning, analyzing
and evaluating

Team Leading,
Coordinating and
Managing

Strategy and
Content
Development

- Responsible for Organizational change
- Support and mentoring of department heads
- Ensuring customer service standards are maintained
- Tracking of all client complaints and resolutions
- Setting, communicating and maintaining timelines and priorities on every project
- Communication, maintaining and developing existing client relationships and developing new client relationships.
- Managing all marketing for the company and activities within the marketing department
- Preparing Job Descriptions
- Onsite inspections and project management
- Human Resource Functions
- Boolean Search recruitment, assessing talents against requirements of the Organization
- Social Media, Website and Content development and management
- Managed a core team of 25 apart from vendors, suppliers
- Planning and overseeing new marketing initiatives
- Finding and developing new markets and increasing the company portfolio
- Attending conferences, meetings, and industry events.
- Improving efficiency in Organizational processes
- Smooth collaboration with all departments
- Improving employee and candidate experience via various metrics

EDUCATION

United Business
Institutes

MBA – Human
Resources 2012

DM3

Professional Diploma
Digital Marketing 2015

Maintec Technologies, India

Assistant Manager Marketing

*Mainframe Outsourcing, Data center management and IT Staffing
Recruitment. We were the partners for IBM in India*

June 2016 - December 2016

- Social Media Campaigns.
- Content Development and Management.
- Design, build and maintain the social media presence.
- Identify trends, insights and optimize spend based on insights.
- Brainstorm new and creative growth strategies.
- Plan, Execute and Measure experiments and conversion tests.
- Collaborate with internal teams to optimize user experience.
- Evaluate emerging technologies.
- Business Development.
- Designing of corporate website.



Global Business Network, Oman

HR Generalist

One of Oman's leading Recruitment and Outsourcing companies. We worked with clients from the different Ministries, Finance, IT and Hospitality

February 2013 - January 2016

- Talent Acquisition and On – Boarding
- Ensure all relevant information pertaining to employment approval is processed in a timely manner in conjunction with GM/HR Manager
- Full cycle recruitment
- Conduct interviews and prepare job descriptions
- Conduct all aspects of recruitment including, Advertisements, candidate screening, vendor management and offer negotiation
- Document and reference check
- Hired for tech and non tech roles
- Prepare, coordinate new hire letters and documents
- Manage and respond to all employee related transaction processing (new hires, probations, transfers, change of status, relocations and terminations)
- Liaise with PR-Department regarding new Visa/ Employment/ Express/ Renewal and Cancellation
- Preparation of new contracts and renewals
- Active sourcing via various channels such as social media
- Development of corporate website and Human Resource Information system



Aquascape India, India

Co-Founder

January 2008 - January 2015

- Identify Market Opportunities
- Marketing and Branding
- Human Resource functions
- Costing
- Creating Business Plans



Fingertips, India

Recruitment Consultant

A recruitment and Staffing Company.

April 2011 - December 2011

- Talent Acquisition
- Conducted all aspects of recruitment including advertisement, screening, conducting phone and in person interviews

- Offer negotiations
- Conduct reference checks
- Business Development



Dr. Ryan's Aviation Institute, India

Senior Trainer

Aviation institute for aspiring Flight attendants and Ground Personnel.

February 2010 - July 2011



Qatar Airways, Qatar

Premier Crew

One of the leading Airlines in the World.

May 2007 - December 2009



Go Airlines, India

Inflight Manager

India's first low cost carrier.

September 2005 - April 2007