

MD ABU SIDDIK

RECRUITMENT | TALENT SOURCING | HR OPERATIONS | TECHNICAL BACKGROUND

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Open to remote opportunities with Europe-based and international teams

PROFESSIONAL SUMMARY

Recruitment and HR professional with hands-on experience in candidate sourcing, initial screening, recruitment coordination, onboarding support, and remote HR operations at a US-based startup company. B.Sc. in Computer Science & Engineering with practical web-development knowledge, providing strong technical literacy for IT and technology-focused recruitment. Experienced with distributed teams, employee records, attendance administration, stakeholder coordination, and HR reporting.

CORE SKILLS

Candidate Sourcing & Initial Screening • Recruitment Coordination • LinkedIn & Web Research • Technical Literacy for IT Recruitment • Onboarding Support • HR Operations • Remote Workforce Administration • Employee Communication • Time & Attendance • HR Reporting • Meeting Coordination • Google Workspace • Excel & Google Sheets • Hubstaff • MERN Stack Fundamentals

PROFESSIONAL EXPERIENCE

Human Resources (HR)

Apr 2026 - Sep 2026

BisViews | US-based startup company | Remote

- Supported recruitment and early-stage candidate screening alongside day-to-day HR operations for a distributed workforce.
- Coordinated HR discussions and team meetings, shared schedules and meeting details, and followed up on required actions.
- Managed employee information and HR records through Google Drive, Forms, Sheets, and shared cloud workflows.
- Managed attendance review, employee activity checks, work-time tracking, timecard preparation, and structured exception reporting through Hubstaff and spreadsheets.
- Supported employee communication, onboarding, and process guidance for remote team members.
- Built and improved a lightweight internal web application for personal work-time tracking and structured reporting based on founder and CEO requirements.

Commission-Based Recruiter

Oct 2025 - Apr 2026

BisViews | US-based startup company | Remote

- Sourced candidates for open roles based on role requirements, hiring priorities, and applicant relevance.
- Managed initial candidate outreach and early-stage screening before referring suitable applicants to decision-makers.
- Worked with internal stakeholders to understand hiring needs and identify suitable candidates through targeted sourcing and web research.

Online Programming & Web Development Tutor

Oct 2025 - Present

Preply | Remote

- Deliver one-to-one sessions in programming, web development, and computing topics, strengthening technical communication and candidate-facing communication skills.
- Adapt explanations and exercises to each learner's level, goals, and pace while providing structured feedback.

EDUCATION & TOOLS

B.Sc. in Computer Science & Engineering
North Western University | Graduated 2024

Tools & Technical
Hubstaff, Google Workspace, Google Drive, Google Forms, Microsoft Excel, Google Sheets, LinkedIn, Web Research, MERN Stack Development