**First Name of Application CV No:** **1653108**

Whatsapp Mobile: +971504753686



He is seen by his managers and team members as trustworthy, dedicated, attention to detail person with smile on face in any given challenge. He has 3 year experience in local Middle East market as Recruitment professional.

He has worked on IT and Non it positions and successfully placed lots of candidates. He is good at sourcing, screening, interview, coordination, on boarding, reference check, and reference generation.

**Key competencies**

# 7+Year Total Experience # Strong in IT ,Telecom & Non IT # End 2 end recruitment

# sourcing Expert (Boolean) # Strong IT screening # Expert in interview

# Niche IT Recruitment # ONLINE Hiring # Pre Interview Guidelines

# LinkedIn Hiring # Coordination # Oil &Gas Recruitment

**Key accomplishments And Positions closed**

* **Placed 30 people in last 1 yr by end-to-end recruitment by using portal, referral, linkedin**
* Worked as and contributed as Recruiter in herculean task- Submitted 50 Live resumes for a Tender in 8 days

**Partner and Clients who I have worked with:**

* “Big 4” Consulting Firms: Accenture, (PWC) PricewaterhouseCopper, Deloitte, [Ernst HYPERLINK "http://en.wikipedia.org/wiki/Ernst\_%26\_Young"&HYPERLINK "http://en.wikipedia.org/wiki/Ernst\_%26\_Young" Young](http://en.wikipedia.org/wiki/Ernst_%26_Young), KPMG, IBM, TCS, Wipro, and Cedar Crestone, Injejat, DP world, Emaar, Etisalat.

**Technical / Non-Technical Positions worked on:**

* **ERP: SAP**: SAP HCM, FICO, MM, Oracle HRMS, Finance, SCM,Oracle Apps DBAs, PL/SQL Developers,
* **Java Technologies**: (Java, J2EE, JSP, Servlets, EJB, Struts, Swings) Developers, Architects, Team Lead,
* **Microsoft Technologies**: (.Net, ASP, C++, SharePoint) Developers, Architects
* Middle ware , Data warehousing, Mobile Developer, UI,UX Designers, Big data.
* On boarded **100+ SAP,**  **20 Oracle , 10 BI , 100 Network infra+Data center professionals from mid to senior**
* **Geography** worked for- **UAE, UK, US and India**

**Professional- Summary**

* Expert **full life-cycle recruiting** – **sourcing**, **screening**, **interviewing**, **compensation negotiation** and **new hire orientation**.
* Sourcing and screening profiles International and local through **job Portals** (**Dice, Monster, Bayt, Naukri, LinkedIn, Planet recruit, total jobs, Jobsite, Job serve, CV Library and CW jobs Facebook, Twitter** etc.)
* Provides supporting documentation, including a formal proposal to hire and **interviewer feedback**, to upper management for confirmation of candidate selection
* Targeted candidates through a variety of methods including **cold calling**, **networking**, **news** &**user groups**, **social media** and **internet search methodologies**.

### **Recruitment Specialist/ Sr. Talent Acquisition Team**

#### [**ParamInfo**](https://www.linkedin.com/company/antal-international?trk=ppro_cprof)**IT Consultancy UAE**

October 2014 – Present

* Evaluating the requirements and screening the right profiles before submitting them to the Client
* Sourcing from jobsites like Monstergulf.com / Naukri.com. / Bayt.com / Gulftalent.co, LinkedIn
* Oversee that all the qualified profiles are uploaded in Application Tracking System
* Participate in daily/weekly review meetings to identify current & future recruiting needs
* Rolling out Offer Letters for the identified candidates and following with them until they come on board.
* Prepare weekly report to top management on the status of recruitment
* Tracking employee referrals and keeping the employees posted on the status of the candidates referred by them
* Ensuring smooth on boarding of a resource by coordinating for air ticket, medical, emirates id.

### **Recruitment Consultant –MENA**

#### [**Antal International**](https://www.linkedin.com/company/antal-international?trk=ppro_cprof) **UAE**

April 2014 –October 2014

* Sourcing & Recruitment – International recruiting- identifying and approaching suitable candidates
* Sourcing, screening, evaluating and selecting candidates through a structured recruitment process
* Informing applicants of job duties and responsibilities, work schedules and working conditions, company policies, promotional opportunities and other related information
* Direct sourcing of applicants by using various databases, job-boards, networking and head-hunting techniques
* Work alongside onsite recruitment team to achieve KPIs

### **Recruitment Manager**

### **David Outsourcing Pvt Ltd** July 2012 – April 2014

* Sourcing candidates using job postings, internal databases, search engines, etc. to match client requirement
* Provide IT- Non IT recruitment services to clients (permanent & contractual staffing)
* Handling the Team of 2 Team Leads & Interacting with 5+ recruiters.
* Preparing weekly and monthly reports on recruitment Team wise/ Individual Monitoring on each requirement, submissions made against the same, & follow ups with all the offered candidates & the clients.
* **Interacting with the client** to resolve any issues/ get the requirement or for any coordination.

### **Business Development Manager**

#### **Nityo Infotech** January 2012 – July 2012:

* Working as business development manager for a UK division of Nityo InfoTech, responsible for identifying and developing new business areas and nurturing existing business to business relationships with different companies.
* Involved in initiating contact with potential RPO and UK based small-medium level companies by way of social networking and cold calling..
* Pro-actively hunt for target RPO organizations and establish communications with those businesses that can benefit from our Company’s services.

### **Operations Manager David RPO International {Recruitment}** [November 2008 – January 2012]

* Build referral and lead generation network
* Develop the corporate Recruitment strategy
* Handling a team of recruiters.
* Develop and manage Recruitment tools and collateral for existing and new clients
* Implement RPO models so as to create new ventures

### **Sr. Recruitment Executive**

#### **Talent Xplore PVT LTD** June 2007 – November 2008

* Responsible for sourcing candidates to fulfil requirements by proper CV selection and screening of the CV.
* Understanding the Job description, identifying the requirements, and fulfilling them by using Personal Network / Database and Job Boards.
* Recruitment/sourcing profiles from job Boards, by references and from existing database.
* Good knowledge of using Job boards like Monster (UK, USA , Asia & Canada) , Dice , CareerBuilder, Planetrecruit, totaljobs, Jobsite, Jobserve, CVLibrary and CWjobs.
* Good knowledge of doing passive search.
* **Education :** Bachelor of Commerce Pune University 2007– 2008
* **Date of Birth** 23/09/1985

**Behavioral and Soft skills**

* Honesty ,Integrity and trustworthiness
* Pride and attention to detail
* Dedication and goal-orientation
* Analytical and strategic thinking skills
* Efficiency, organization, and time-management skills
* Being a team player