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**Syed** **Syed.348576@2freemail.com**

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**Summary:**

* To be a part of this organization which has a steady growth, where I can deliver my potential and which gives me better opportunity to explore my growth.
* Seeking a fulfilling position in the maintenance industry that offers growth opportunities and allows me to utilize my leadership skills and experience.
* I am seeking employment with a company where I can grow professionally and personally.
* I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

**Strengths:**

* Potential for hard work.
* Positive Attitude.
* Flexible in learning.
* Can easily merge with people around.
* Can handle team with amplified coordination.

**Skills:**

* Software Tally ERP 9.
* Well versed with MS Office.
* Regular professional browsing of internet.
* Hardware Installation.
* **Operating System:** Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10.

**Education:**

MBA (Finance & HR) 2014

Osmania University, Hyderabad.

B.Com (General) 2011

Osmania University, Hyderabad.

Intermediate 2008

Board of Intermediate Education, A.P.

SSC 2005

Board of Secondary Education, AP.

**Work Experience:**

**Talent Logic Info Services Pvt. Ltd, Hyderabad August 2015 – February 2017**

**US IT Recruiter**

**Job Responsibilities:**

* Using advanced search techniques in locating active and passive candidates using non-traditional resources such as, Boolean operators, blogs, social networks etc.
* Use social and professional networking sites to identify and source candidates.
* Continually uncovering "hard-to-find" talent, executive search, competitive intelligence, social networking, creative internet sourcing.
* Understanding the requirements with respect to technical and general aspects.

**Impel Overseas Education Consultants September 2014 - July 2015**

**HR Recruiter & Accountant & Administrator**

**Job Responsibilities:**

* Handling the end to end overseas educational process for the students.
* Maintains a database of the students.
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* The primary task of accountants, which extends to all the others, is to prepare and examine financial records.
* They make sure that records are accurate and that taxes are paid properly and on time.
* Accountants and auditors perform overviews of the financial operations of a business in order to help it run efficiently.

**Corporate Solutions Redefined, Genpact (CSR) December 2013 - August 2014**

**Process Associate - Operations**

Corporate Solutions Redefined is the leading corporate accommodation management solution consultant for many IT giants in India. Heard quartered in Hyderabad, we have a branch in Bangalore. CSR is also a registered entity in Australia. We have our representative office in USA.

**Job Responsibilities:**

* Worked as an accommodation consultant.
* Responsible for booking hotels and providing best accommodation for the employees of Genpact with given turnaround time.
* Responsible for finding out the best accommodation solutions for the customers through various sources.
* Responsible for the conversion of booking enquiries keeping the SLA & resquo’s in mind without compromising the quality of service delivery.