**Mohd**

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**Summary**

* IT/Technical Recruiter having knowledge in all phases of recruiting (marketing, screening, interviewing, negotiating, & closing).
* Good interpersonal and technical skills to interact with Vendors, managers and technical personnel at all levels.
* Ability to work independently and multi task in a fast paced environment.
* Strong administrative skills, Business Development Skills and strong Internet sourcing skills.
* Excellent contacts in Recruitment industry
* Proficient with MS Office packages like MS Word, MS Power point, MS Excel and other open source software like Firefox, Chrome etc.
* Experience in recruiting and hiring candidates for contract, contract-to-hire and permanent placements for IT positions for multiple client companies.
* Experience in Pre-screening of candidates resumes, telephonic screening for meeting requirement specification and bundling and sending resumes to vendors.
* Extensive Experience in negotiating salary/hourly rate with the candidates as well as vendors.
* Extensive Experience in Editing resumes in the minimum time.
* Excellent communication skills, presentation skills, efficient in working with various departments and handling multiple priorities.

**Core Competencies:**

* In-depth knowledge of submission criteria, regulatory timeline requirements, technical requirements and guidelines
* Possess sound communication skills, both in verbal and written
* Familiar with basic computer and database applications
* Good leadership, analytical, problem solving and time management skills

**Education**

BACHELOR OF PHARMACY-2010

**Professional Experience**

**JB Software and Consulting, Masabtank, HYD Feb 2014 – Present**

**Sr US IT Recruiter**

**Responsibilities**

* Create Job Descriptions.
* Lead the creation of a recruiting and interviewing plan for each open position.
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.
* Utilize the Internet for recruitment. Post positions to appropriate Internet sources. Improve the company website recruiting page to assist in recruiting. Research new ways of using the Internet for recruitment. Use social and professional networking sites to identify and source candidates.
* Screening and short listing of candidate as per job description
* Scheduling the candidates for an interview and conducting the test to them.

**SourceNow LLC, Malakpet, HYD May 2013 to Feb 2014**

**US IT Recruiter**

**Responsibilities**

* Responsible for hiring US citizens, Green card holders, H1Bs, EAD and TN1 visa holders
* Gaining experience in Recruiting, Sourcing, Screening, Interviewing and Selecting Qualified Applicants for various IT requirements.
* Responsible for W2, negotiations, completing the required documentation
* Share the best practices between team members
* Full recruitment life cycle; including checking references, negotiating pay, issuing offer letters and completing paperwork for internal hiring.
* Communicates effectively both verbally and writing
* Expertise in recruiting highly technical professionals
* Ability to understand and communicate technical information's
* Possess excellent negotiation and problem solving skills
* Experience in sourcing candidates via Internet sources, online resume database and networking/references
* Hands on experience with job sites such as Monster, Dice, Career builder.
* Possess excellent interviewing and candidate evaluation skills
* Ensure candidate is able, willing and ready to take the position.
* Negotiate salaries/Rates with candidates and with subcontracting companies.
* Arrange for client interviews and possible offer of employment.
* Addressing requirements, identifying resources, initial screening of the resumes, scheduling interval interviews and support further with perfect resources, scheduling the candidates and getting them technically screened and organizing interviews with the client

**Ranbaxy 2010-2013**

**Medical representative**

**Hyderabad**

**Duties often include:**

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day, or may be conducted in the evenings at a local hotel or conference venue;
* organizing conferences for doctors and other medical staff;
* building and maintaining positive working relationships with medical staff and supporting administrative staff;
* Managing budgets (for catering, outside speakers, conferences, hospitality, etc.);
* keeping detailed records of all contacts;
* reaching (and if possible exceeding) annual sales targets;
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions;regularly attending company meetings, technical data presentations and briefings;
* keeping up to date with the latest clinical data supplied by the company, and interpreting, presenting and discussing this data with health professionals during presentations;
* monitoring competitor activity and competitors' products;
* maintaining knowledge of new developments in the National Health Service (NHS), anticipating potential negative and positive impacts on the business and adapting strategy accordingly;
* Developing strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector; staying informed about the activities of health services in a particular area.