**MIR**



Sharjah - UAE

Email: Whatsapp +971504753686 / +919979971283

HUMAN RESOURCE - TALENT MANAGEMENT - OPERATIONS MANAGEMENT

Well-respected professional who blends strong experience with a background in Human Resource, Talent and Operations Mnagaement. Exceptional ability to understand business needs and build rapport with Hiring managers. Proven ability to source, select and secure top-notch candidates for multiple concurrent positions.

SUMMARY

* Over 8+ years of Experience in successfully Performing a full range of HR responsibilities—including exempt and non-exempt Talent acquisition, Reporting, Performance Evaluation and Coaching, Employee Relations Concerns, Client Relationship and Employee Traning/Development.
* Strong Experience in full life cycle of IT and Non-IT Recruiting with expertise in Sourcing and placement of qualified candidates for Fortune 500 clients from Information Technology, Banking, Telecoms, Financial, Government, Manufacturing, Etc.
* Developed and implemented Recruiting plans and strategies designed to fulfill company staffing needs.
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training etc)
* Maintained Client relationship and Interaction with Clients/Hiring Managers for New requirements, Interviews and candidates closure process.
* Proven track record completing the tasks within the Turn Around Time and in tune with the Service Level Agreements
* Strong experience and Knowledge with USA and India labour laws and Visa processing process.
* Collaborate with leadership team to develop training plans for training and development of employees.
* Have good experience in working in target based high-pressure work environment.
* Handling requirements on wide range of skill-sets and the positions from Entry level to Executive level positions.
* In-depth assessment/analysis of client’s requirements.
* Excellent expertise in sourcing right candidates through Job Portals (i.e Dice, Monster, Career, Techfetch), Social Media (LinkedIn), Referrals and various Application Tracking Systems(ATS).
* Building strong long-term client and consultant relationship by providing timely effective recruitment solutions.
* Experienced in tracing out the best fit candidates from official sites like LinkedIn..
* Gather requirement, sit with our current infrastructure offshore consultant’s / Call with onsite Hiring manager’s to fill internal openings.
* Experienced in tracing out the best fit candidates from Social Networking getting Referrals.
* High level of proficiency with MS Word, Excel, Outlook and Powerpoint.
* Excellent verbal and Written Communication skills
* Pro Active in Learning the New Responsibility and Skills.

EDUCATION:

* **Bachelor of Commerce (B’Com)**

Al-Ameen College, Bangalore University, Bangalore (2002-2005)

* **Pre-University**

Al-Ameen College, Bangalore (2000-2002)

AREAS OF EXPERTISE:

* Recruiting
* Screening/Sourcing
* E-Recruitment
* Referral Network
* Cold Calling
* Social Media Recruitment (LinkedIn)
* VMS
* ATS
* Interviewing
* Client/Hiring Manager Relationships

Job Boards:

Indeed, Naukri, Monster, Dice, Career builder, Hot Jobs, LinkedIn, Internal Database.

ATS and VMS Portal:

Field glass, E-temp VMS of AT&T, Job Diva, Bull Horn Etc.

WORK EXPERIENCE:

**Shopping Adviser Pvt Ltd**

**(www.** **shoppingadviser.in)**

**HR Officer/ Talent Acquisition Apr 15 to Present**

**Bangalore**

About:

www.ShoppingAdviser.in is a multi-vendor seller platform, which helps seller(s) increase their online & offline sales. And, yes invariably constantly enhancing the platform for shoppers to buy both online and offline. Shopping Adviser partners with sellers to create the 'wow' and 'delightful' shopping experiences for buyers/shoppers online & offline.

**SUN TECHNOLOGIES PVT LTD**

**Sr Talent Acquisition/ Lead Mar 12 to Feb 2015**

**Atlanta, USA (worked off shore team, Bangalore India)**

Sun Technologies has been a trusted provider of Information Technology services and resources since 1996. Sun Technologies takes pride to attain, maintain and retain our esteemed Fortune 500 customers.

Sun Technology Integrators Pvt Ltd is a software services company providing onsite & offshore services to Fortune 500 organizations around the world like AT&T, Alcatel Lucent, Lockheed Martin, General Mills, TCS, Tata Elxsi, CMC , L&T Infotech, Infosys, KPIT etc.

**Key Responsibilities:**

Exclusively handling AT&T account to staff contract & contract to hire positions across United States.

* Responsible for implementing full life cycle of recruitment from Sourcing, initial screening through hiring decision, salary negotiations, benefits, relocation issues, and referencing employment and education verifications.
* Prioritize and execute multi-level position searches in a fast paced environment while building and maintaining strong relationships with management teams.
* Drive the entire life cycle of the hiring process: Position definition, sourcing, career alignment, assessment, reference checking, and post-interview consultation Source/head hunt "PASSIVE” and active candidates.
* Screened local and national candidates for highly technical positions using selective resume searches and profiling questions.
* Ensure high quality was consistently achieved by maintaining compliance with ISO policy procedures.
* Experienced in US Recruitment, Sourcing Resumes for Permanent, Contract and Contract to Hire Positions.
* Experienced in Using VMS portal like IQ Navigator, Field glass, (E-temp old VMS of AT&T), Job Diva.
* Assisting TL/Account Manager in Maintain Client relationship and Interaction with Clients/Hiring Managers for new requirement, better understanding of requirement & Scheduling Interview.
* Worked as Acting team lead, assigned job roles to fellow recruiters.
* Expert in using of Job Boards like Dice, Monster, Career Builder and other Job Portals.
* Experienced in tracing out the best fit candidates from official sites like LinkedIn.
* Responsible for the training and development of Fresher’s for recruitment team in Sun Technologies.
* Collaborate with leadership team to develop training plans for training and development of employees.
* Successfully trained 2 batches of Recruitment team in Sun Technologies.

**Other Clients:** Lockheed Martin, NCR, Fidelity, Volkswagen, Juniper Networks, Alcatel-Lucent, General Mills, Accenture

US Recruitment, Sourcing Resumes for Permanent, Contract and Contract to Hire Positions.

Handling Information Technology (IT), Banking, Telecom, Finance, Web and Mobile Related Requirements.

Strong Knowledge in US tax terms such as W2, 1099, and C2C.

Expertise in US Work Permits such as H1B, GC, EAD, TN Visa and various other US Work permits and Visas.

Handled Paperwork, Drug test and Background checks for the candidates.

**NOUS INFO SYSTEMS PVT LTD.**

**Senior IT Recruiter Aug 2010 to Jan 2012**

**New Jersey, USA (worked off shore team, Bangalore India)**

Successful track record of Recruiting and placing a wide spectrum of candidates at all levels in various industries including IT, Finance, Banking, and Telecom etc.

**Key Responsibilities:**

* Responsible for full-life cycle recruiting process including sourcing, screening, Interview scheduling, follow-ups and closure.
* Work with hiring managers to gain understanding of the hiring needs and draft position requirements.
* Extensive experience on recruiting US Citizen, GC, H1B’s for various positions ranging from Mid-Level to Executive Level.
* Experienced in closing Full Time Permanent (FT), Contract to Hire (CTH), and Contract positions in short span of time.
* Strong knowledge on tax terms such as W2, 1099, and C2CW2, 1099 and Corp-To-Corp.
* Experience recruiting active and passive candidates utilizing various sourcing tools including online job boards like Dice, Monster, Career Builder, Hot jobs, social networking sites, referrals etc.
* Handling the Key Accounts (Account Management/ Client handling), interacting with the clients on getting the requirements and mining the accounts.
* Conduct in-depth phone and face-to-face interviews with qualified candidates from initial screening through hiring decision, salary negotiations, benefits, relocation issues, and referencing employment and education verifications.
* Negotiate hourly rates/compensation package and additional benefits such as medical insurance, relocation (if required).
* Scheduling the client interviews (phone/In person), preparing them nicely before the interview and taking the feedback after the interview as well.
* Conduct reference checks and employment verifications.
* Prepare all documentation necessary for the start of employment and orientation. Experience in employment law, visas and compliance procedures.
* Coordinate with payroll to start new hires payroll after providing the processed new hire paper work

**Clients Handled:**

Successfully handled recruitment of NJM (Insurance), Brown Brother Harriman, MHP (Porsche, VW), Tele Tracking (Telecom), Hastings Mutual Insurance, eTrade, Digital Infusion etc.

**BAHWANCYBERTEK INC.**

**Technical Recruiter Nov 08 to Jul 09**

**Bangalore, India**

**Key Responsibilities:**

* Responsible for full-life cycle recruiting process including sourcing, screening, Interview scheduling, follow-ups and closure.
* Sourcing, recruiting and hiring H1B, EAD, GC and Citizens in USA.
* Screening, short listing and interviewing candidates for technical requirements on Contract basis on tax terms of W2, 1099 and Corp-to-Corp.
* Identify and search for IT Professionals in the market through different sources like jobsites, consultants, and internal database.
* Building applicant sources, determining requirements and qualifications, arranging management interviews, evaluating applicants with managers.
* Developing and implementing a consistent interviewing process across departments that focuses on candidate qualifications and fit.
* Prepare candidates for client interview and coordinate candidate - client interviews
* Salary fitment and salary negotiation in accordance with the salary band.
* Preparing and sending offer letters to the selected candidates.

**FOUNDATION SYSTEMS STAFFING INC.**

**(Now merged with American Cyber systems)**

# Technical Recruiter Aug 07 to Oct 08

**Bangalore, India**

**Key Responsibilities:**

* Responsible for full cycle recruitment and Placement for fortune 500 clients.
* Utilize knowledge of multiple recruiting sources such as Dice, Monster, Hotjobs, and 3rd party vendors, Independent consultants and execute various recruiting strategies.
* Screening the resumes and calling up the candidate to conduct a preliminary round of interview to check the expertise on various skill sets and qualifying the candidates based on the skills.
* Worked on technical requirements for Contract basis on W2 and has knowledge on other US tax terms such as 1099 and Corp to Corp.
* Negotiates salary, pay rate. Also negotiates other items such as relocation.
* Checking the availability of the consultant and scheduling the interviews process.
* Getting the feedback from the consultants after the interview and forwarding the same to the Account manager and follow-up with them for post interview feedback from the client.
* Maintain MIS of daily and weekly reports (includes no. of client submission, telephonic interviews, and offer and rejections) and report directly to the recruiting manager.
* Managing all candidates profile and other information on bullhorn software.
* Candidate offers and rejections.

**Clients Handled:**

Successfully handled recruitment of Yahoo, Siemens (Finance, Medical), Bayer, Exelon, VISA, Pitney Bowes, ABB, PG&E, Alcatel, etc.

## BidOcean.com (Acumen Services) Nov 05 to Jul 07

**Lead Web Researcher**

Bid Ocean is the world's most powerful online sale and marketing solution for contractors, designers and vendors.

**Key Responsibilities**:

* Finding bids/tenders through the thousands of clients websites.
* Adding all the information of the bids into the companies given bidders form and posting it in the website.
* Selling bids to bidders and tenders online.
* Handling a team of 10 members.
* Assist in training and mentoring new employees.
* Auditing the work done by the team members.

WORK ACHIEVEMENT:

* Collaborate with leadership team to develop training plans for training and development of Employees
* Successfully trained 2 batches of Fresher’s for recruitment team in Sun Technologies.
* Involved in interviewing the Fresh Graduates and Exp recruiters.

SKILLS:

**Computer:**

* Diploma in MS-Office (Includes, Word, Excel and PowerPoint)
* Recruiting Software - Bull Horn**.**

**LANGUAGES:**

* English: Proficiency
* Hindi: Proficiency
* Urdu: Proficiency
* Arabic: Basic
* Kannada: Intermidiate

PERSONAL INFORMATION:

Name: Mir

Gender: Male

Date of Birth: 22/07/1984

Marital Status: Married

Nationality: Indian

Place of Birth: Bangalore, India

**Place**:

**Date**:

**(Mir)**