**Khalid**

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**Objective:**

* To obtain a position of **Recruitment Manager / Sr. Technical Recruiter**, Where I can utilize my management, &recruitment skills with the opportunity for performance based advancement.

**Profile Summary:**

* Having total 9 + years of experience in a **Technical Recruitment**&**Leading / Managing** the teams.
* Leading & Managing a team of recruiting Professionals.
* Having experience as a Resource Manager to take care of the team of 20 recruiters and coordination between sales and recruitment team from time to time.
* Proved as a good leader and achieved team targets from time to time &won the award for the team continuously in Compan, Datavibes and Okaya Infocom
* Having knowledge on financial domain (trading, Fixed Income, Derivatives, Mortgage etc.)and healthcare domain.
* Closed & made placement on :Sr. Project Manager, Business Analyst, Data Architect, Data Warehouse Architect, Data Modeler, Teradata Developers, Dot Net Developer / Architect, Java/J2ee Developers, Android / IOS Developers, OBIEE Consultant, Reporting Services, SSAS / SSIS Developer, Qlikview Developer, BI/BW/HANA Consultant, BO Developers, and QA Managers / Engineer.

**Educational Background :**

Master’s in Business Administration (MBA) PTU, India 2010

Bachelor in Computer Application (IGNOU) IGNOU, India 2002

**Professional Experience:**

**Recruitment Manager atBruteforce Solutions Inc, Noida May 2015 to Jan 2018**

* Managing and Leading a team of recruiters and allocating the requirement on a daily basis, making the understanding level about the requirement, helping through key words and through search strings.
* Responsible for full life-cycle recruiting and management of process, including approval and posting of positions, sourcing, screening, interviewing, offer negotiations and extending offers etc.
* Mining resumes, Interviewing and screening potential candidates including face-to-face, phone interviews and conducting reference check, also negotiate hourly rates/salaries with candidates or sub contractors.
* Working on priority requirements from the client those are tough and urgent delivery.
* Making the MIS and discussion with the head of recruitment.
* Meeting with Sales Manager, and The Head of recruitment, to make it out process better.
* Meeting with team members to analyse the data of confirmation, make them motivated to achieve their targets.
* Responsibilities also include but not limited to support New Trainee Recruiters in understanding the requisition and finding a right matching & technical training as per required.

**Resource Manager at Okaya Infocom, Noida Jan 2013 – April 2015**

* Responsible for full life-cycle recruiting and management of process, including approval and posting of positions, sourcing, screening, interviewing, offer negotiations and extending offers etc.
* Leading a team of Recruiters and allocating the requirement of client as per recruiter skill & expertise.
* Client interaction if needed to understand the exact resource or to negotiate the salary at the time of placement (closure).
* Posting/Advertising job requirements in career search sites like Monster, Dice, Corp-Corp and even free job boards.
* Follow up with candidates after the phone/or in-person interview and gather the interview feedback and checking their availability/interest if they get an offer from the client.

**Team Lead / Sr. Technical Recruiter at Datavibes Inc. (Noida) June 2010 – December 2012**

* Taking care of US IT Recruitment& Marketing of the Bench Consultant.
* Involved in bench sales from time to time and made numbers of placement with a huge margin.
* Preliminary interviewing of potential candidates in order to assess the candidate's suitability, Attitude, Academic& professional qualifications, experience, communication skills etc, coordinate with tech panels for technical evaluation.
* Handling Salary Negotiations, salary closures, Issuance of Offer Letters, follow-up with candidates for their DOJ.
* Post Offer follow-up to make sure the candidate join on time.
* Building relationships - Pre interview, Post interview and Post offer.
* I achieved my targets time to time and got **quarterly & yearly bonus**

**Sr. Technical Recruiter /Team Lead at Dynamic Technologies Inc. (New Delhi) May May 2009 - June 2010**

* Taking care of recruitments for India specially for Delhi/Ncr for IT and BPO/KPO.
* Locating potential candidates through portal, internal database, headhunting, referrals, networking, etc.
* Conduct and coordinate walk - in interviews at various stages for Software Development group andManagerial level.
* Handling Salary Negotiations, salary closures, Issuance of Offer Letters, follow-up with candidates for their DOJ.

**Technical Recruiter at Ebusinessware India Pvt Ltd (Gurgaon) May 2007 - April 2009**

* Taking care of recruitments for India (In-house), and **Pune and Singapore**, also.
* Also Hired candidates in financial/banking domain on skills set of Core Java/J2ee, C/C++ and LAMP, DWH, QA.
* Locating potential candidates through portal, internal database, headhunting, referrals, networking, etc.
* Handling Salary Negotiations, salary closures, Issuance of Offer Letters, follow-up with candidates for their DOJ.
* Post Offer follow-up to make sure the candidate joins in time.
* Building relationships - Pre interview, Post interview and Post offer.

**Achievements:**

* Awarded two times highest earning for the company as a Manager, Winner of the team, in Okaya Infocom.
* Achieved continuously for two years quarterly award and yearly bonus in Datavibes as a Sr. Technical Recruiter.

**Personal Details:**

Languages : English, Hindi & Urdu

Nationality : Indian

**Regards**

**Khalid**