Abdul Ajeez
itsajeezhere@gmail.com
8610275707

Professional Summary:
- Having 2+ years of experience in recruitment, screening, and sourcing.
- Having 2 years of experience as a process associate. Broad knowledge about insurance in the USA.

Professional experience:
DivIHN Integration Inc   Sep 2023 – Feb 2024
Specialist Talent Acquisition
Tiruchirappalli, Tamil Nadu, India(Remote)

- Hiring US citizens, Green card holders, H1Bs, EAD and TN1 visa holders
- Experience in Recruiting, Sourcing, Screening, Interviewing and Selecting qualified.
- applicants for various IT requirements
- Responsible for W2, corp-to-corp (C2C), contract negotiations.
- Share the best practices between team members.
- Responsible for database management of all the responses received through various jobs.
- postings and references, tracking applicants, and submissions, ensuring feedback to applicants.
- and team members.
- Worked on IT/Non-IT (Medical devices) with various clients on contract and permanent requirements across the USA.

Skills: US Tax · Defining Requirements · Technical Recruiting · Screening Resumes · Sourcing · Healthcare Staffing · Global Talent Acquisition

VDart   November 2021 – August 2023
Technical Recruiter
Tiruchirappalli, Tamil Nadu
- Sourcing new candidates using job portals and LinkedIn. Innovative, Forward- Thinking, Recruitment specialist.
- Experience in the areas of Sourcing, Negotiation, Hiring, employment law, and Compensation and Wage structure.
- Success developing and executing new hire orientations, maintaining employee database and human resource information system.
- Successfully recruiting consultants for various permanent/full-time, contract positions on various IT Technologies.
- Finding active and passive candidates using proactive sourcing methods, high-touch direct sourcing, and networking to find top candidates for current and future openings.
- Uses Dice, Monster, internet/web searches, LinkedIn, and employee referrals to generate candidate leads, and candidates through a detailed screening process. Evaluated compatibility with job order's specific requirements, ensured the candidate was a proper fit, and was in contact with candidates 80% of the time via phone and emails.
- Adapted to rapidly changing priorities and managed multiple requirements simultaneously. Skilled at sourcing and screening candidates. Working with Recruitment Partners to establish strong working relationships.

- Experienced in working with Sate clients for MI,PA/NJ/VA/GA.
- Recruits senior IT profiles, with a focus on functional expertise (areas such as System engineering, Cloud Security, Network Security, Automation SAP, Project management, Business Analyst, Data engineering, change management, etc.)
- Timely and professional with extraordinary communication skills and ability to build and cultivate relationships to drive business retention.

Capgemini   **January 2021 - November 2021**
Process Associate
Tiruchirappalli, Tamil Nadu
- Worked as a process associate, enrolling new members who applied for Medicare insurance verifying member details, and checking members' eligibility criteria.
- AOR, POA forms. verifying members' applications, creating claim forms, and submitting those forms to the client.
- The main duty is enrolling new members to the Medicare and Medicaid insurance
- Worked in Revenue cycle management (RCM)

First Source   **January 2020 - October 2020**
Process Associate
Tiruchirappalli, Tamil Nadu
- Worked as a Process associate, DME (Durable Medical Equipment). Verifying applications insurance and doing follow-up. verifying whether members' insurance is active or inactive, creating a claim for the applicant, and submitting the form to the client's portal.
- strong knowledge of Medicare, Medicaid, BCBS (Blue Cross Blue Shield), Cigna, and Medicare Advantage plans.
- Worked in Revenue cycle management (RCM)

Education
- Bishop Heber College, Tiruchirappalli - 620 017.
  Bachelor's degree, Computer Science · (2016 - 2019)