

Zahir Hussain I

Technical Recruiter



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📍 TIRUCHIRAPPALLI, India

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Career Summary

To be an effective contributor in the current industry with my application skills and challenges into personal growth and organizational growth in products and sales-based management. Confident, persuasive and initiative player with the ability to communicate effectively across diverse cultures to achieve exceptional management goals. Strategically develop and implement recruiting plans for organization. Collaborate with the management team to attract, identify and place qualified candidates for established roles critical to operational success. Develop relationships with and routinely contact industry leaders to share open job positions. Consistent record of fostering excellent business targets, working relationships and exerting a positive influence on all levels to facilitate teamwork, business growth, and organizational development. A highly focused, disciplined, keen learner, and having a cheerful “can do” attitude. Open-minded, flexible, and adaptive personality with good leadership and problem-solving skills. Ability to use professional concepts and objectives to resolve complex issues in a creative and effective way. High standard of performance and business ethics. Improved quality of hire with comprehensive job role descriptions, requirements, and qualifications.

CORE COMPETENCIES

Matured and professional to handle confidential information discreetly.

Strong written and verbal communication skills.

Skilled in prioritizing tasks and managing time.

Outstanding organizational and decision-making skills.

Skills

MS-Office

Word, Excel, PowerPoint

Self-Starter

Multitasking

Customer Service

10 Key Typing

Recruitment Tracing Software

Microsoft Outlook

Detail-Oriented

Problem solving

Call Handling

Time Management

Zoho Recruiting Software

Professional Experience

Technical Recruiter, Swarky Solutions (Remote)

2023 Aug – present
TIRUCHIRAPPALLI,
India

- Communicate with the candidates through phone calls, emails email merge, and collecting all their details.
- Sourcing candidates through an ATS called Oorwin were Dice is is been incorporated.
- Detailing them with the suitable available openings.
- Shortlisting appropriate candidates and submitting them into the client portal. Consistent follow-ups with the Client for the Interview till Start.
- Interacting with my manager for feedback about the candidates and make available until the complete closure.
- Involved in updating the candidates' resumes, maintaining the company software (Oorwin), tracking the candidates, and publishing new openings on social media like LinkedIn, Indeed and ZipRecruiter.
- Determined to achieve the target month on month.
- I worked with clients like Best Buy, Studios Aquent, Marsh MacLennan, Comcast, Buro Happold, DTCC Contingent Labor, Allianz, Fannie Mae, Constellation Energy, LPL Financial, Calian, Amex, Canon, Elder Research, Nooter/Eriksen Div CIC Group, Bernard Groups, USAA Phoenix, Excel Energy, Adobe, Ferraro, Florida Department of Transportation (FDOT).
- In IT I have worked in requirements like Java Software Developer, Java and Mainframe Software Developer, ETL Developer, APIGee Developer, Android Developer, IOS Developer, Cognos Developer, Business Intelligence BI Specialist, Middleware Application Server Architect, Web Developer, Embedded C Developer, ABAP Developer, SAP HANA Developer, Information Security Manager, Software Engineer, Oracle DBA, .Net Developer, Technical Developer, Project Manager, AI OPS Engineer, SQL Developer, SailPoint Developer, Azure DevOps Engineer, Camunda Developer, SQL DBA, Network Engineer, GoLang Developer, Python Developer, Planview Solutions Architect, Salesforce Developer, Cloud Software Engineer, Tech Ops Manager, Data Analyst, AWS Developer, Business Analyst, DevOps System Engineer, Data Scientist, Workday Product Manager, Windows VMware System Admin, CyberSecurity Analyst, Workday Consultant, and WordPress Developer.

Recruiter, Kyyba Inc (Hybrid)

2021 Jul – 2023 Jun
TIRUCHIRAPPALLI,
India

- Communicate with the candidates through phone calls, emails email merge, and collecting all their details.
- Majorly I was working on non-IT (75%) requirements and side by side used to work on IT (25%) req as well.
- Sourcing candidates through SixthSense (CareerBuilder, Monster, and Dice), Email Merge through JobDiva.
- Detailing them with the suitable available openings.
- Shortlisting appropriate candidates and submitting them into the client portal.
- Consistent follow-ups with the candidates for the Interview till Start.
- Interacting with my manager for feedback about the candidates and make available until the complete closure.
- Involved in updating the candidate's resumes, maintaining the company software (JobDiva), tracking the candidates, and publishing new openings on social media like LinkedIn, ZipRecruiter.
- Determined in achieving the target month on month.

- My clients are Mercedes Benz Financial Services, Daimler Truck Financial Services, the State of Maryland, and Blue Cross Blue Shield (BCBS).
- In Non-IT I have worked in requirements like Collector-Senior, Program Advisor, Accounting Clerk, Fleet Service, Small Business Customer Service, Training and Development Specialist, Client Service Back Office Operation Specialist, Customer Service Representative, Document Management Representative, Employee Lease Program Administrator, Event Planning Coordinator, HR Coordinator, Contract Administrator, Citation Agent, Skip Recovery Administrator, Credit Administrator, Title Support Representative, General Account Change (GAC), Total Reward Administrator, Accounting Analyst, Lease Tax Support Specialist, Finance-Broker Specialist.
- In IT I have worked in requirements like Java Software Developer, Java and Mainframe Software Developer, ETL Developer, APIGee Developer, Android Developer, IOS Developer, Cognos Developer, Business Intelligence BI Specialist, and Middleware Application Server Architect.

HR Manager, Hani Associates - (Southern Railways)

2020 Apr – 2021 Jun
TIRUCHIRAPPALLI,
India

- I as an HR manager of Hani Associates was vital in creating a positive work culture and fostering an environment of respect, including diversity and inclusion.
- I possess a combination of strong and effective communication skills, strategic thinking, and problem-solving abilities to support the overall business strategy.
- I am empathetic and emotionally intelligent to understand and connect with the employees on a deeper level. As a matter of fact, this helped me in building strong relationships with the employees.
- I possess strong leadership skills and ethics to manage a team. Prioritize employee well-being.
- Prioritize employee experience.
- Designing compensation and benefits packages.
- Handling Bills with Government Officials for faster transactions.

Customer Service Officer, Karvy Digikonnnect

2019 May – 2020 Feb
TIRUCHIRAPPALLI,
India

- Handle many inbound and outbound calls to customers and clients.
- Identify the needs of customers, resolve issues, and provide solutions. Upsell other products wherever possible.
- Ensure you follow the customer service script provided by the company for uniformity. Also, be well-read on company policies and the website for FAQs or policy-related answers. Maintain good customer relations.
- Meet personal targets and work towards meeting team targets.
- Maintain records of the conversations with the customer and analyze the data. Write and submit timely reports on performance, targets, and customer queries.

HR Assistant (Recruiter), Cute Pharma Consultancy

2018 Aug – 2019 Apr
TIRUCHIRAPPALLI,
India

- Communicate with the candidates through phone calls, collecting all their details. Detailing them with the suitable available openings.
- Shortlisting appropriate candidates and scheduling interviews with the Client. Consistent follow-ups with the candidates and the Client
- Interacting with the Clients HR for the feedbacks about the candidates and make available until the complete closure.
- Involved in updating the candidate's resumes, maintaining the company software, tracking the candidates, publishing on new openings on social media like Whatsapp and Naukri, and LinkedIn.

- Determined in achieving the target month on month.

Sales Associates, MM Associates

2017 Jan – 2018 Jan
MADURAI, India

- Collected all necessary documents and information from the client to submit the applications. Conducted background checks and verifications to ensure the customer fulfills all conditions.
- Present and sell various bank products and services to current and potential clients.
- Prepare action plans and schedule meetings to target a specific project and the number of contacts to be made.
- Follow up on new leads and referrals resulting from the field activity.
- Prepare a variety of daily and consolidated sales reports including activity, closure, follow up and adherence goals.
- Develop and implement special sales activities and promotions.

Education

Bachelor's of Computer Applications (BCA), *Tamil Nadu Open University*

2018 Jul – 2021 Jun
MADURAI, India

Diploma In Mechanical Engineering (Discontinued),
MIET College of Engineering

TIRUCHIRAPPALLI,
India

HSC, *Campion Anglo Indian Higher Secondary School*

TIRUCHIRAPPALLI,
India

Declaration

I am indeed and confident and have the ability to work as a team player and the assigned targets. I hereby declare all the above furnished information are true to the best of my knowledge.

Zahir Hussain I
TIRUCHIRAPPALLI, India