



M.AJEES

8220961106 | althafajeess@gmail.com

Objective

I have an 10 months of Work Experience in US IT Recruitment with strong knowledge in sourcing, screening resumes, Interview Scheduling, negotiation and recruiting and have familiarly with different IT skills

Education

- **Ponnaiyah Ramajayam Public Hr.Sec School, Thanjavur** 2014
SSLC
71.4%
- **Ponnaiyah Ramajayam Public Hr.Sec School, Thanjavur** 2016
HSC
56.5%
- **Karpagam Academy of Higher Education, Coimbatore** 2020
B.E.Mechanical Engineering
5.35 CGPA
- **Bharathidasan University, Trichy** 2023
MBA in Human Resources Management and Services
7.90 CGPA

Experience

- **SightSpectrum Technology** 08.05.2022 - 05.02.2023
US IT RECRUITER
 - Responsible for full-cycle recruiting: Screening, Scheduling, Interviews coordination, Negotiation, and closed candidates for assigned requisitions.
 - Understanding the requirements, creating Boolean Search, Cold Calling.
 - Sourcing the right candidate for the right JOB at the right Time. Rate Negotiation with the Candidates.
 - Excellent in the Boolean Search Strings like (AND OR NOT etc.) with the various job boards like Monster, Dice & LinkedIn, etc. (all of them is nice to have).
 - Strong knowledge and working experience in Recruiting Citizens, Green Cards, EADs, H1B & TN Visa Holders on all the tax term (W2, 1099 & Corp to Corp).
 - Hands-on experience in contract, permanent, contract-to-hire positions.
 - Excellent Written, Verbal Communication, Good interpersonal and team coordination skill
 - Proactive, self-driven and quick learner and also having work experience with MS-Outlook.
- **Seller Rocket Pvt.Ltd** 14.12.2021 - 04.03.2022
Digital Marketing and Social Media Marketing (Internship)
 - Optimized product advertising on company website, Facebook, Instagram, and Google Ads
 - Managed marketing content for social media, reporting activities and results to brand management team.

Skills

- Sourcing, Screening Resumes, Boolean Search, Interview Scheduling and Recruitment
- MS office (MS Excel and MS Word)
- Digital Marketing, Social Media Marketing, Lead Generation and SEO
- Hydraulic Cutting and CNC Operating

Declaration

- I hereby declare that the above-mentioned information is true to my knowledge and I guarantee the accuracy of the information provided above.

A handwritten signature in black ink, appearing to read 'M. AJEES', with a stylized flourish at the end.

M.AJEES