

Uroog Khan

Talent Acquisition

CAREER OBJECTIVE:

Dedicated talent acquisition professional with a goal to strategically identify, attract, and engage top-tier candidates. Committed to fostering organizational growth through effective recruitment strategies and relationship building.

HIGHLIGHTS:

- I have 15+ months of Experience in US IT Staffing as a Technical Recruiter well versed with tax terms as c2c, w2.
- Expertise in Screening and Short listing.
- Hands on experience with job boards such as JobDiva, Dice, CareerBuilder.
- Experience in tax terms like Corp-to-Corp, W2.
- Experience in working contract, contract to hire, full-time positions.
- Terrific sourcing skills & very much dedicated towards work.
- Work extensively with MS-Office tools like Word, Excel, and Outlook.
- Working with implementation partners, direct clients.
- Some technologies I worked with are C, Python, HTML, CSS, JavaScript, QA.

CONTACT

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EDUCATION

Masters

MBA In HR From Abdul Kalam Technical University, Lucknow

WORK EXPERIENCE

[Ask Consulting] Remote

[Talent Acquisition]

Jun 2022– Present

- My prime responsibilities include sourcing, interviewing and hiring of IT professionals for multiple projects and assignments in the IT services industry.
- Technical screening of candidates, format resumes, coordinate interviews with Account Managers, negotiate rates & terms of contract.
- Involved in creating and managing a candidate network and queue with a wide variety of IT skills.
- Use to serve high profiled clients in USA.
- Used to screen candidates according to the requirement.
- Timely communication with candidates for their availability, relocation etc.
- Establish and manage relationships with recruitment vendors.
- Expertise the using of Job Portals are CareerBuilder JobDiva. Social networking is LinkedIn and Database are MS-Outlook and Excel etc.

Language:

English

Hindi

