**CURRICULUM VITAE**

**MOHAMMED SOHAIL SIDDIQ (Kevin Shadow)**

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**SUMMARY**

* 53 months of total experience in Technical Recruiting with, US based IT and Non-IT Staffing Companies.
* Involved in full cycle Recruitment involving sourcing, identifying, and phone interviewing, screening and placing personnel in quick turnaround time in contract, contract to hire and permanent positions.
* Experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
* Experienced in working with requirements from US IT and Non-IT staffing companies within all the locations across US.
* Handled all the IT and Non-IT Technologies involving combination of complex skill sets and rare technologies.
* Expertise in US tax terms W2, C2C and 1099.
* Hands on Experience with portals like Monster, Dice, Career Builder, and Application tracking system like CDS, Job Diva, Sainex.
* Excellent hold on a large C2C vendor list.
* Analysed and identified genuine US visa copies.
* Well versed in sourcing qualified W2 candidates and identifying genuine C2C candidates.

**STRENGTH**

* Self-Motivation and Positive Attitude ● Ability to adjust to any kind of environment ● Active listening and good communication skills ● Quick Learner ● Ability to work round the clock.

**ACADEMIC QUALIFICATION**

* S.S.C from Royal Embassy High School in 2011.
* Intermediate Computer Science Engineering (CSE) From Froebel’s Junior College, Board of Intermediate, Hyderabad in 2013.
* Bachelor’s in computer applications (BCA) From Pioneer Degree College, Osmania University, Hyderabad. Dropped out in 2017.

**COMPUTER SKILLS**

* MS office ● (ADCA) Advance Diploma in Computer Applications ● Data Entry ● Hardware ● Call Centre Training ● Auto Cad 2D + 3D.

**EXPERIENCES**

**Company:** Talent Logic Inc.

**Duration:** Jan 2023 to Jan 2024

**Location:** Khairatabad, Hyderabad (Onsite)

**Position:** Staffing Manager

**Responsibilities:**

* Responsible for handling requirements from direct Clients for Remote, Hybrid and onsite positions from all over US.
* Primarily focused to handle Non-IT, Engineering requirements, Managed 2 to 3 requirements per day and closed quality profiles with 90% to 100% match with the assigned requirements.
* Primarily focused to handle only full-time requirements and submitted qualified Green Card and US Citizens.
* Worked on requirements with challenging salary range and on an average made 1 Client submittal per day.
* Hands on experience in analysing and identifying experiences of the candidates.
* Hands on experience with application tracking system like Sainex.
* Hands on experience in integrated Sourcing from (Monster, CareerBuilder, Indeed & LinkedIn Recruiter).

**Company:** US Tech Solutions Inc.

**Duration:** Jan 2021 to Dec 2022

**Location:** Hi-tech City, Hyderabad (Worked Remotely from Home)

**Position:** Technical Recruiter

**Responsibilities:**

* Responsible for handling requirements from Implementation partner for Remote, Hybrid and onsite positions from all over US.
* Primarily focused on requirements from Capgemini. Managed 2 to 3 IT requirements per day and closed quality profiles with 90% to 100% match with the assigned requirements.
* Submitted qualified candidates on W2 and C2C basis.
* Hands on experience working on US Tax terms like W2 and C2C.
* Hands on experience in sourcing Green Card and US Citizens also analysing other visa candidates.
* Expert in identifying genuine visa copies and dealing with C2C candidates.
* Hands on experience with application tracking system like JobDiva
* Managed daily meetings for performance analysis and updates.

**Company** Panzer Technology

**Duration:** Aug 2017 to Nov 2018

**Location:** Jubilee Hills, FormerlyatNampally, Hyderabad (Onsite)

**Position:** Technical Recruiter

**Responsibilities:**

* Responsible for handling IT requirements from US based clients.
* Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
* Sourcing from Job Portals (Dice, Monster, CareerBuilder, LinkedIn, Prohires and others), and job postings.
* Well versed about US Tax Terms like W2, C2C, 1099, US Visas, etc.
* Responsible to work on Contract, Permanent & C2H positions on various IT Technologies.
* Responsible for achieving a good conversion ratio of submittal into interview and placement.
* Managed up to 15 requirements a week (full time, contracts and contract to hire)
* Presenting fully screened qualified candidates to hiring managers in a timely manner.
* Hands on experience on application tracking system CDS.
* Recruited in all regions of the United States.

**PERSONAL PROFILE**

* Name : MOHAMMED SOHAIL SIDDIQ
* Father’s name : MOHAMMED ABDUL SIDDIQ
* Sex : Male
* Date of Birth : 12-12-1994
* Languages Known : English, Hindi &Urdu.
* Nationality : Indian
* Marital status : Married

Declaration:I hereby declare that the information furnished above is true to the best of my knowledge.