

Zaheer Shaikh

Recruitment, HR, Talent Acquisition, Customer Service Executive

Ahmedabad, Gujarat 380028

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- Collaborated with Direct Client. (Boeing, Honeywell, Lockheed Martin, Duke etc.)
- Worked on Aerospace, Manufacturing, IT, Light industries, and professional domains.
- Experience in Full Lifecycle Recruiting
- Experience using Job Boards like Monster, Career Builder, indeed, LinkedIn and Job diva etc.

Work Experience

Technical Recruiter

US Tech Solutions - Noida, Uttar Pradesh

April 2022 to April 2023

- Collaborating with Direct Client. (Boeing, Honeywell, Lockheed Martin, Duke etc.)
- Worked on Aerospace, Manufacturing, IT, Light industries, and professional domains.
- Full Lifecycle Recruiting and 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.
- Strong hands-on recruiting experience using Job Boards like Monster, Career Builder, indeed and LinkedIn. ATS (Job Diva), VMS (Fieldglass and Beeline).
- Worked closely with management to fully understand position requirements.
- Understanding the client requirements, coordinating for short listing, and screening including interview of the candidates.
- Ability to multi-task and manage multiple position requirements at a time.
- Keeping Track of Responses & Short-listing Profiles.
- Regular Follow up with respective hiring Manager and Candidates to ensure timelines of recruitment process. Build and Maintain relationship with Employer for find right candidate from through them.

Technical Recruiter

Ims People Possible - Ahmedabad, Gujarat

September 2021 to April 2022

- Responsible for the full recruitment life cycle; including sourcing, pre-screening, conducting personal interviews, coordinating technical/managerial interviews, checking references, negotiating pay, and maintaining paperwork.
- Responsible for recruiting professional across the US through job portals (Indeed, Monster.com, Careerbuilder.com, LinkedIn, Dice, Job diva etc.), direct phone sourcing, networking, referrals and expanded Internet sourcing.
- Developing a strong understanding of a candidate's skills, preferences, strengths, and weaknesses to ensure the best match in terms of assignments, as well as to help them further their career.
- Negotiating hourly rates / salaries with candidates / sub-contractors. Conducted preliminary phone interviews and perform reference checks. Screen and format resumes for presentation to the clients.
- Approached candidates by calls, emails, voicemail, and texts.

- Deliver recruiting expertise and seamless support to high profile, diverse industry clients in acquiring top talent.
 - Performed all tasks of recruitment from sourcing to submission of candidate.
 - Managed full recruitment cycle to keep company fully staffed.
 - Identified top talent through internal resources and ATS, reporting top talent finds to recruitment team.
- Approached candidates by calls, emails, voicemail, and texts.
- Worked on both IT Roles, Commercial, Professional and Engineering Roles
 - Expertise in US geography and time zones along with the Culture and EEOC.

Senior Executive

Calltel Info Solution Pvt Ltd - Ahmedabad, Gujarat
2020 to 2021

- Interacting with US customer to explain them mortgage details and resolving queries.
- Attending calls and presenting appropriately to arrange meetings with potential customers to prospect for new business and closing sales.
- Achieved sales targets. (Daily, Weekly, Monthly) and Achieved the target as earlier as possible to get more incentive. Most of the time i have exceed the target to get handsome amount of incentives.
- Supported other executive during calls understanding the client needs and executive it accordingly to complete that lead in good manner.

Education

Bachelors in Mechanical Eng

Apollo Institute of Engineering and Technology

Skills

- MS Outlook / MS Teams / MS Office / Indeed / LinkedIn / MS Excel / Monster / CayPro / Job Diva / Erecruit / Sourcing / Negotiation / Screening / Reddifymail / HRMS / Zing HR.
- Customer service
- Microsoft Office
- Communication skills
- Organisational skills
- Cash handling
- Talent Acquisition
- Human Resources
- Interviewing