

Mohammed Ashraf

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Profile Summary

- ❖ I'm self-driven ambitious person, possessing Business Administration (HR) degree from Gujarat University.
- ❖ Have a fair knowledge and understanding of HR related concepts and skills; derived from lectures & practical assignments and interview demos conducted in college for the university degree assessment.
- ❖ Apart from academics, I've also been an active participant in co-curricular activities (Debate, Speech, Poetry Recitations etc.) Both in school and college.
- ❖ Proven ability to work efficiently in team and individually with full ownership to derive the best possible result for the assigned tasks.

Academic Qualification:

Qualification	Board
Bachelor of Business Administration (Human Resource Management) – BBA HRM	Gujarat University
Higher Secondary School Certificate – Commerce	CBSE
Secondary School Certificate	CBSE

Professional Experience:

KTRIAN Organisation IT/ Technical Recruiter

August 2021-Present

Responsibilities:

- Gathering the requirement from the US clients.
- Qualifying the requirements.
- Sourcing the candidates from various job boards like (Monster, LinkedIn, Job diva, Dice), preparing search string using Boolean operators and selecting the candidates according to job description.
- Pre-screen candidates with detailed phone screens, evaluating candidate's compatibilities with specific job requirements, ensuring right fit prior to submission to clients, negotiated pay rates and salaries.
- Edit and reformat candidate's resume as necessary, adding relevant keywords increasing candidate match with client position.
- Submitted the candidate's resume, screening script and then scheduled interview to the hiring manager.
- Track candidate's activities (i.e. Name, phone calls and email) in Excel.
- Perfect knowledge of US Tax term, Visas and various time zones.
- Knowledge of Software development life cycle (SDLC).

Awards & Achievements:

Years	Prize	Competition
2019	First	Inter College Debate Competition - Youth Festival Gujarat University
2019	First	College Level Elocution Competition – Khyati Foundation

2018	First	Poem recitation & Debate competition - K S School of Management
2017	First	Inter School Debate Competition - Brahma Kumaris (Diamond Hall)

Personal Details:

DOB	11-May
Religion	Islam
Nationality	Indian
Address	Sarkhej, Ahmedabad

Key Skills:

Public speaking, Human resource Activities, Sourcing, Screening, Recruitment, Interview, Team Management, Time Management, MS Office, outlook, Excel, Word,SDLC.

Declaration:

I hereby acknowledge that information furnished here are true to my knowledge.