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|  |  | EDUCATION |  |
|  | **Faiz Public School – 2006**  High School (56%) 2’nd Division  **St Michael Sr Sec School – 2008**  Higher Secondary (71%) 1’st Division  **Jawahar Lal Nehru College** – **2018**  Bachelors of commerce (56%) 2’nd Division. |  |
| **Mohammad anas**  **Recruitment Specialist** **CONTACT** **PHONE: +91 93400 20619**  **EMAIL: mdanas007.ma@gmail.com**  **Summary:** Over 12+ years of Professional experience in sales, retails sales, telecom, IT products, billing, claim examiner, scheduler (scheduling specialist) and Talent Acquisition Specialist.  4 years of experience in US Recruiting, IT & Non-IT positions for the Direct Clients and Prime Vendors.  Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract to hire and permanent for Banking, BFSI, Financial, Oil & gas Clients.  **Responsibilities:**   * Dynamic and result-oriented individual with 4+ years of technical recruiting experience in IT and Non-IT. * Managed all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations and placements. * Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals. * Possess strong understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates, excellent candidate assessment skills. * Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing. * Good Understanding and Knowledge of the recruitment process for W2, C2C & 1099. * Full life cycle Recruitment experience with the flexibility and ability to multi-task in number and variety of projects. * Expertise working on Permanent and contract jobs. * Creative, proactive and self-directed professional with the ability to interact with all levels of management. * A resourceful solution-focused professional with excellent interpersonal and rapport-building skills.   **ATS & Portals-** Ceipal, Bullhorn, Dice, Monster, CareerBuilder, Techfetch, indeed, LinkedIn. |  | WORK EXPERIENCE |  |
|  | **Innova Solutions (Formerly ACS) Feb 2022 – Present**  **Sr. Technical Recruiter**   * Responsible for full life cycle, high volume nationwide recruiting process for contract and full-time technology positions. * Handled the full life cycle recruitment including sourcing, pre-screening, interviewing, coordinating interviews, offer negotiation, and onboarding paperwork. * Sourcing the candidates on W2, Tax-terms. * Sourcing candidates using Indeed, CareerBuilder, Monster, Dice, LinkedIn, Livehire, Glassdoor, Fieldglass or through referrals and other social media platforms. * Used LinkedIn Recruiter to make pipeline of candidates through job postings or through direct contact. * Reviewing resumes, closings; hence double checking by calling the candidates closed by junior employees. Making sure that the candidate gets delivered. * Preparing candidates for the interview prior to the interview date according to the requirements as per JD and as per the interview feedbacks received from the past. Sending interview emails in a formal template mentioning all the details about interview; making sure that candidate acknowledges it. Scheduling interviews, briefing and debriefing candidates before and after interviews based on the past interview experiences on the same position. Taking feedbacks from the candidates and following up with the client accordingly via email if the feedback is delayed by client. * Posting jobs using LinkedIn recruiter for passive sourcing. Advertising the job posting on social media specially LinkedIn. * Experience placing relocation candidates. Handling salary negotiations according to candidate’s last pay just to make sure that candidate does not back out. * Developing comprehensive targeted recruitment strategies for qualified candidates via cold calling and direct sourcing, database mining, employee’s referral, advertising job postings, professional communities. Headhunting candidates as per the requirement. * Working on multiple clients and positions on IT, Non-IT, BFSI, Oil & Gas. * Managing a team of 4-5 recruiters in absence of Account Manager.   **Clients:** **Bank of The West, City National Bank, Silicon Valley Bank, ConocoPhillips.**  **NON-IT REQUIREMENT- W2**  **Tool: Bullhorn (Dice, Monster, CB)**  **Requirement:** Business Analyst, Program Manager, Project Manager, Data Analyst, AML Analyst, Financial Analyst, Accounting, Loan Processor, Mortgage Processor, KYC Analyst, Risk Analyst, Bank Teller, Client Service Advisor, Branch Client Advisor, Desktop Support, Recruiter/Talent Acquisition, Java, Backend/Front End, .Net Developer, Full-Stack,Multi Skilled Operator, Directional Driller.  **Sumeru Solution Aug 2021 - Jan 2022**  **Technical Recruiter**   * Responsible for sourcing, attracting, interviewing and hiring employees, Experience working on all the Tax terms (W2, Corp to Corp & 1099)**.** * Experience in placing candidates on short and long-term contracts as well as on full-time permanent jobs. * Experience with various job portals and social network sites like Career Builder, Monster, Dice, LinkedIn, indeed. * Excellent negotiating skills, strong communication skills to suit US standards * **Clients:** **WIPRO, HCL**   **Tool Ceipal: (Integrated- Dice, Monster, CB), Indeed.**  **Requirements:** IT Support/Help Desk/Desktop Support, Data Center Technician, Network Admin, Linux/Unix Admin, Customer Service Rep, Network Engineer, Cloud Engineer, Desktop Engineer.  **Infospan INC Aug 2019 – July 2021**  **Technical Recruiter**   * collaborate with department managers on a regular basis and * proactively identify future hiring needs. Sourcing, screening and * providing a shortlist of qualified candidates for various technical * roles under tax term. W2,1099 and C2C. Also network online and * offline with potential candidates to promote our employer brand, * reduce our time-to-hire and ensure we attract the best * professionals. * Design and implement overall recruiting strategy * Develop and update job descriptions and job specifications * Perform job and task analysis to document job requirements and * objectives * Prepare recruitment materials and post jobs to appropriate job * board/newspapers/colleges etc. * Source and recruit candidates by using databases, social media etc.   **Tools**: Ceipal (Monster, CB, Dice, Tehc Fetch)  **Requirements:** Customer Service Representative, Help Desk, Receptionist,System Admin  **New Stress Clinic Aug 2017 – July 2019**  **Scheduling Specialist**   * Patient Scheduling Specialist is often the first contact of patients when they visit one of our sites or facilities. This position is responsible for greeting patients and working with them in person, on the phone, or through electronic correspondence to meet their needs regarding scheduling, updating patient information, checking patients in and out, and acting as a liaison in reporting any patient suggestions to management. * As a scheduling specialist manages the company calendar to ensure appointments are scheduled properly and commitments are performed on time. As a scheduling specialist, my responsibilities include working with management or the sales team and documenting when events, meetings, or installations need to take place.   **Microsoft Lumia Mobile**  **Jun** **2015 – April 2017**  **Senior Sales consultant**   * Understand customer need and deliver them what they need also solve the customer queries on calls. Also provide them demonstration of the apps and cell phone teach them the features of the device, cloud,   **Reliance Digital April 2011 – June 2015**  **Sales Executive**   * Take care of IT department sells laptop and software, Mobiles and other computer accessories meet and greet with customers. Understand their need and suggest them what’s better for them solve the issues and achieve the target with team work * Interact with the walk-in customers and provide them with the books of their choice. Suggest names of books that suit their taste. Assist the customers to make their purchases. Respond to consumer complaints for damaged books. Provide them with replacement or compensation for the same. |  |
|  | **skills** |  |
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* Written and verbal communication skills.
* Organizational skills.
* Recruitment Process.
* Client Relationships.
* Cold Calls.
* Applicant Tracking Systems.
* The ability to negotiate.
* The ability to analyze a person and a situation perfectly.
* Critical thinking.
* Excellent interpersonal skills

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|  |  | **personal information** |  |

**Father Name: Mohammad Habeeb**

**Gender: Male**

**Date of Birth: 13/11/1989**

**Nationality: Indian**

**Maritial Status: Married**