

Sayed Aman Feroz

Contact: +91 7448139314

Email: aman31feroz@gmail.com

LinkedIn: <https://www.linkedin.com/in/aman-sayed-1b7a49215/>

Summary:

- An experienced and results-oriented VMO Admin well-versed in developing and strengthening relationships with internal and external team members, managers, and account executives to quickly fill open technical positions with best-fitting candidates.
- Experience in working with applicant tracking software like Traxx, and Greenhouse and worked on various Vendor Management Systems (VMS) portals.
- Detail-oriented team player with strong organizational skills.
- Ability to handle multiple tasks simultaneously with a high degree of accuracy.

Technical Skills & Competencies:

- Java, Python, HTML & CSS
- DBMS, RDBMS & MongoDB
- C & C++, Kotlin
- Digital Marketing, Graphic Designing

Professional experience:

AKMO Consulting (Formerly IT WORLDS MEDIA)

Jun 2021 - Present

Client - Orion Innovation (Formerly Tekmark)

VMO Administrator

- Responsible for day-to-day operations, such as managing schedules, coordinating meetings, and handling correspondence.
- Coordinated and worked with various clients in IT, Finance, and Big 4.
- Defining job descriptions from the Client Portals and short-listing candidates and submitting their profiles to the Client Manager based on the job requirement, skillset, experience, and education.
- Posted job descriptions on the in-house ATS i.e., Traxx and Greenhouse, and also on various job boards such as Monster and Dice.
- Collaborated with hiring managers and account executives to understand their hiring needs and goals to post the job description with the specific skills that are required.
- Managed the calendar of the assigned recruiter by responding to meeting invites and inquiries, noting dates and times of important events, and rescheduling meetings as needed.
- Built strong relationships with internal and external recruiters to ensure an excellent hiring experience.
- Relevant knowledge of computer software, Excel, and Microsoft Word.
- Ability to prepare concise and error-free reports.
- Also, responsible for formatting resume as per the organizational need.

Education:

- Diploma Course in IATA Cargo Management & Travel Consultant – IITC, Currently
- Bachelor of Business Administration (Computer Applications) (BBA-CA) - AKI Poona College, Pune - 2024
- H.S.C - AKI Poona College, Pune - 2021
- S.S.C - S.I.W.S High School, Mumbai – 2019

Achievements and Certifications:

- Certified AI Powered Marketer
- Certificate - YouTube SEO & Strategies
- Certified Basic Python Developer
- Certified Android Application Developer
- Virtual Training Program on Data Science
- Certified Graphic Designer
- District-level GOLD medallist in Fencing.
- Achieved various awards in cricket at school level.