

Personal Info

+91 8999386413

aman31feroz@gmail.com

LinkedIn

[Aman Sayed](#)

Skills

Good Communication and Interpersonal Skills

Attention to detail

Time Management

Results-Oriented

Team Player

Microsoft Office

Angular

C++

DBMS

HTML / CSS

Java

MySQL

Python

RDBMS

Languages

English

Hindi

Aman Sayed



Summary

- An experienced and results-oriented professional 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.
- Detail-oriented team player with strong organizational skills.
- Ability to handle multiple tasks simultaneously with a high degree of accuracy.



Work Experience

VMO ADMINISTRATOR, AKMO Consulting

June 2021 - Present

- 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

**Bachelor of Business Administration (Computer Application),
AKI Poona College**

2024

H.S.C, AKI Poona College

2021

S.S.C, S.I.W.S High School

2019



Courses

Virtual Training Program on Data Science

Computer Hardware Maintenance & Services

Graphic Designing

Video Editing & Thumbnail Making



Hobbies

- Learning about different Computer Technologies.
- Playing cricket, badminton, fencing.
- Sketching.
- Playing video games.