**MOHAMMAD ZEESHAN SIDDIQUI**

**Email Addresses**: zeeshansiddiqui69@yahoo.co.in

zeeshanmohammad89@gmail.com

**IndiaTel**: +919045130941, +917289081012

|  |
| --- |
| **I am an ambitious and hardworking individual with experience in US IT Staffing. I am seeking a role in where my experience not only improves the status of the company but also automate the working process to the best possible one.** |

**Education and qualifications**

**Certification:** Certification in Entrepreneurship from Harvard Business School, England (2018)

**Professional:**

**2012-14**, Master of Business Administration **(MBA)**, Al-Barkaat Institute of Management Studies (ABIMS), Aligarh (Affiliated with Uttar Pradesh Technical University, Noida, UP)

**Specializations: Marketing& International Business**

**Academic:**

**2009-12**, Bachelor of Computer application **(BCA)**, Sikkim Manipal University

**2006-08** SSSC from NIOS Board

**2004-05** SSC, CBSE Board

**Work Experience**

**March 2018 – June 2018 Senior Sales Recruiter Diverse lynx Technology (US IT Staffing)**

* Leading search, headhunting and candidate through various portals (Dice, Career Builder, Tec fetch etc.)
* Placed Green card holders and Citizens for different skills.
* Monitoring and follow-up with US clients through Emails, Chat or by call.
* Achieving a good conversion ratio of submittals into interviews and placements through US Vendors.
* Working on different kinds of job requirements.

**July 2016- February 2018 Business Associate Softsages Technology (US IT Staffing)**

* Understanding the Client Requirement.
* 3 years experience in recruitment for full time and contract (c2c and w2) requirement.
* Sourcing, screening and short listing candidates profile from database, portals, and references.
* Achieving a good conversion ratio of submittals into interviews and placements through US Vendors.
* Searching of candidates on different job portals like Dice, Careerbuilder, Techfetch etc.
* Working on Monster, Dice, and corp-corp **.**
* Working on Contract, Permanent & C2h (Contract to Hire) positions.
* Screening the resumes based on technical skills, and communication skills and short-listing if it matches the requirement.
* Should check validation of resumes for experience and verification of work Status.
* Coordinating the interviews between client and candidates effectively to make the event successful**.**
* Placed Green card holders and Citizens for different skills.
* Monitoring and follow-up with US clients through Emails, Chat or by call.

**July 2014- Dec 2015 Sales Associate Soft NiceInc. (US IT Staffing Consulting)**

* Leading search, headhunting and candidate through various portals (Dice, Career Builder, Tec fetch etc. ) engagement activity on recruitment assignments
* Interviewing candidates and preparing interview reports.
* Carrying out research and preparing proposals, presenting appropriate information tosecure new business , attending presentation pitches to win new business, taking references and preparing feedback reports
* Developing and building strong client and candidate networks to support the development of new and existing business.
* Marketing of different skill candidates like Network Engineer, Java Developers, SharePoint, VMware etc.
* Ensuring we are able to find great candidates and potential interim managers, matching this with client demand
* Taking a lead role on key areas of business development activity (e.g. development calls, research, capacity building projects)
* Supporting with the development of effective marketing materials

**Projects, Training & Other Professional Development:**

* May 2012-June 2013, as summer training project successfully studied **“Product Designing in Life Insurance Industry”** with BhartiAxa Life Insurance, Aligarh.
* March 2012, attended one day workshop on **“Entrepreneurship & Youth”** conducted by **NSIC**, Aligarh.
* February 2012-2014 actively associated with **Integrated Students Development Program** for ABIMS students as an active member of Executive Committee.

**Additional skills and achievements**

**Skills:**

* Confident in Microsoft office packages and iOS Mac
* Experienced in social media feeds and web content.
* Fluent Language: English, Hindi and Urdu

**Recognition**:

* Head Boy, Aligarh Public School, 2005.
* ‘First Aider at Work’ (qualified).
* School-college Awards in skits, speech, essay writing, Ads making at level.
* Teaming: Live Project on FDI.

**Interest and Hobbies:**

* Active member of the USCC (University Student Conservation Club).
* Active Campaigner for animal rights
* Enjoy playing Cricket, Chess and Football

**Personal Information:**

**Date of Birth:** February 17, 1989 **Place of Birth**: Aligarh, India

**Mother**: Aziz Fatima **Religion:** Muslim

**Father**: Zainul Abedin Siddiqui

**Civil Status:** Single **Nationality**: Indian

**Passport Number: R5335499**