

Contact

www.linkedin.com/in/imaz-akif-737475175 (LinkedIn)
www.cgtstaffing.com/ (Company)

Top Skills

Human Resources Information Systems (HRIS)
Interviewing
Stakeholder Management

Languages

English (Full Professional)

Certifications

International English Language Testing System

Imaz Akif

Technical Recruiter
Warrendale, Pennsylvania, United States

Summary

Hello there! As a recruiter, I assist professionals find new jobs and work in settings that stimulate their creativity and expand their skill sets. When collaborating with sales to find the finest candidates for our clients, I am dependable, thorough, and able to communicate. I draw on my background in sales and analysis to comprehend skill sets and find appropriate opportunities.

I enjoy interacting with new people. Please feel free to discuss your professional objectives and ideal roles with me.

If you have any questions or want to learn more, please contact me at iakif@cgtstaffing.com or +1 (412)-329-4854.

Experience

CGT Staffing
Technical Recruiter
May 2022 - Present (1 year 6 months)
Pittsburgh, Pennsylvania, United States

- Planning end-to-end talent acquisition efforts, specializing in IT, Engineering, Sales, Administration, Finance, Accounts, Marketing and Legal roles.
- Collaborating closely with managers to understand specific hiring requirements and preferences for each role to find candidates who are cultural and team fit.
- Implementing agile recruitment practices, actively engaging with candidates and leveraging advanced Boolean searches and social media marketing to attract and source top quality candidates.
- Conducting seamless interview processes, evaluating candidates' qualifications and cultural fit, leading to successful placements.

Systems Limited
Technical Recruiter
May 2022 - Present (1 year 6 months)
Lahore, Punjab, Pakistan

- Planning end-to-end talent acquisition efforts, specializing in IT, Engineering, Sales, Administration, Finance, Accounts, Marketing and Legal roles.
- Collaborating closely with managers to understand specific hiring requirements and preferences for each role to find candidates who are cultural and team fit.
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(IBS-TEC) IBS Technologies

Human Resources Specialist

January 2020 - May 2022 (2 years 5 months)

Lahore, Punjab, Pakistan

Sourcing and screening through candidates and arranging interviews with the Managers. Identifying

and recruiting potential candidates using a variety of channels. Assessing applicants to make certain

qualification match, cultural fit and compatibility. Conducting and arranging confidential interviews and

checking references. Helping candidates to prepare for the interviews.

Education

National University of Modern Languages (NUML)

Bachelor of Business Administration - BBA, Buisness · (2018 - 2022)

Forman Christian College (A Chartered University)

Intermediate, Computer Science · (2016 - 2018)