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Objective:

To work In an organization where I can utilize my technical skills & Experience into Domestic staffing in helping growth of the organization by reaching my targets complete my work.

Experience

ShamiRa Group ( March 2022- Aug222)

Was Associated with ShamiRa Group known. As

* S Talent solutions LLP in india. I handled all perm roles for IT clients and placed the candidates. We worked under a team. We hankded direct clients portal assigned by our Team lead.

Clients include- providence, vivo ,.cardinal health, Habile technologies, spine Digital, zinrelo

Every day I used to handle 4 req per day

* Having exposure in full Recruitment life cycle
* Usage of job Boards- Naukri, monster,LinkedIn etc
* Technologies- .net,Java, qa,Mean stack ,full stack , front end ,back end, Android , Devops, Aws
* Soarcimg ,screening shortlisted, cols calling , email Marketing, scheduling interviews, follow us, feed back
* Client acquisition, Documentation
* Sharing the appropriate doc for verification
* Salary negotiation
* Once done with all his/ her rounds of discussions, we take the client feed back
* Move ahead with Joining formalities
* As per the given date, he / she has to be present at the office

# TryfactaInc

IT Recruiter (2021- Mar 2022)

Roles & Responsibilities:

* Once I have requirement from Business Development Manager – post the job on all the job boards
* Understand the client requirement thoroughly
* Start sourcing for the relevant profiles from the available job boards
* Connect to the candidates and take all the key points-

Candidates full name # contact # email id # Total exp #Rel exp # current loc # open to relocate # current co details # current ctc# Expected ctc # notice period

* Maintain a tracker on Daily basis
* If we have any client tracker, we have to go with the client tracker for submission of candidature
* If we are working client like Persistent – has to upload in taleo to check Duplication of the candidate profiles
* Once done with submission of candidates –schedule the interviews for the shortlisted candidates
* Take the slot from the cleint for the available candidates and schedule the interview
* Do follow ups with the candidates whether they are turn up for the interview
* Once done with the first round of discussions, take the clients feedback & then schedule for second round of discussion with the client
* After final round of discussions (HR), candidates go for expected ctc he is looking for.
* Once done with HR round, we will have word with client for further proceedings
* Take all the related documents from the candidate for joining formalities
* After screening of all the candidates document, the candidates get final approval to get placed for our client location,
* As per co policy we have to submit min 6-8 profiles for every requirement
* Worked on Drives on weekly basis
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As Domestic staffing is getting slow down due to growth in the economy, we have to close domestic staffing and switch to US STAFFING, so got trained here for about a week and started working. But, there is no team working with me, so no coordination abt the work related

Clients worked for -

♦ MIND TECK (Bang)

♦ Webonise Lab ( pune/Bang)

♦ PERSISTENT SYSTEMS ( PUNE)

♦ SAGGEZA (Bang)

I worked on Client Requirements on Daily basis and do proper submissions to the client with a attachment of tracker

I was a spoc for Mind Teck and need to handle requirements coming in and do all the submission from the other team members

* AS a spoc, I was given responsibility in dealing with Mind Teck partner by doing proper submissons and taking slots everyday
* I took over the responsibility of Requirements coming from Mind teck.
* Work aggressively & do the submissons on daily basis
* Take the feedback on from the partner and take the slot from the panel
* Take the availability of the Canidates and schedule his/her interview
* Follow up with the candidates on whether he/she has turned up for the interview scheduled
* Once candidate has done his interview, take the feedback from the client.
* Take the slot for second round of discussion from the panel \* schedule the candidate's interview.
* After 3 rounds of discussion, we will go other formalities of the candidate's placement
* Once done all the formalities, here comes the offer to be released

# Pro Design Technologies (2019-20)

I was associated with pro Design Technologies for about a year, later I got an opportunity to work with Tryfactainc as a IT Recruiter & US Staffing.

Worked for clients: Ness, Cyient, clean Harbours

- permanent /full time - contact/contract -hire

Roles & Responsibilities:

* Once you receive any requirement from your Account manager, start working on it
* Post the job on all the job Boards -  JOB Boards include – Naukri, Monster, LinkedIn
* Sourcing # screening# cold calling # Mass mailing #sharing job descriptions # Email confirmations for further discussions
* Once the candidate's profile is shortlisted, take the slot from the panel
* Check the availability of the candidates & schedule his/her interview
* Follow-up with the candidate for further discussions
* Once done with first round of discussions, take the feedback from the client
* Schedule his/her second round of discussions
* Once done with all the discussion, then comes HR round.
* Finally comes the role of offer of the candidates
* Worked on contract /contract-hire /permanent roles

Scoop Technologies (2018-19)

I was associated with Scoop Technologies as a IT Recruiter for about a year

, having worked with scoop gained much exposure in

Roles &Responsiblities :

* Once you get requirement from your client
* Start sourcing for the relevant candidates
* Once u have relevant candidate, connect to the canidate either telephone /email
* If the candidates shows interest to work with our client , take all his key points -

Candidate's name # contact #email id # Total exp# Relexp# current loc # prefloc

# current co # current ctc # expected ctc # notice period # Any pipeling of offers in hand

* Once you have all the details of the candidates, check for slot from the panel
* Check for availability of the candidates and schedule his/her interview
* 89Follow up with the candidates, whether he/she has turned up for the interview
* Once done with first round of discussion, take candidates feedback from the client
* Take the slot from the panel and check the availability of the candidate and schedule his /her interview
* Once done with all the rounds of discussion, take the feedback from the client for further proceedings
* If the candidates feedback is positive then move ahead,then go for next candidate
* Wait the offer to be released to the candidates
* I worked for permanent /contract -hire roles
* Worked for all IT Technologies

* Hyper Think Systems pvt ltd (2016-18)

I was associated with Hyper think systems for contract, as they are no requirements coming in, the company has to close the domestic staffing, so has to switch to new opportunity...

McSEN INC (2013-14)

I was associated with Mcseninc as us IT Recruiter for about one year , it was first job of mine. I worked here for about one year. Later I switch to domestic staffing. I got the opportunity to learn new things like us tax terms# us states# us terminologies # etc.it helped me today organization to make utilise that knowledge.

I hereby assure you that the above information send by me are accurate and true

Thanking you

( nelofer)