**SAYYAD AKIF HUSAIN**

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**Sr. Talent Acquisition Specialist/Lead**

**Professional Summary:**

Decisive, strategic Recruiter with 5 years of experience targeting top talent. Leverages metrics and modern methods to seamlessly fill high-priority positions, improve processes and build a relation. Skilled in Sourcing, CV Screening, Interviewing, Candidate Assessment, Talent Management, Strategic Planning, Requirement Gathering, Recruiting, Technical Recruiting, and Staffing Services. Earned top grades in recruitment related coursework, including Hiring a Diverse Workforce, Executive Recruitment, and International Staffing Solutions. Expertise in IT/Non-IT Hiring for International US/Canada based MNC Clients.

**Recruitment Skills:**

Talent Assessment & Acquisition Offer Negotiations Client Relationship Management

Candidate Sourcing & Screening Placement & Onboarding Candidate Pre-Screening

Advanced Boolean Searches ATS & Recruiting Software Job Postings

MSP/VMS End to End Recruitment Team Handling

LinkedIn RPS Recruitment Lifecycle Active/Passive Recruitment

**VMS:** Dot Staff, Vector VMS, SAP FieldGlass, Gbams, Beeline   
**ATS:** Job Diva, Ceipal  
**Mass Emailing Portal:** Pro Hires

**Sourcing Portals:** Monster, Dice, CB (Carrier Builder), LinkedIn RPS, Indeed

**DIA Software Solutions LLC (Remote)**

**March 2023 – Present**

**Senior Talent Acquisition Specialist/Team Lead**

* Handling State Of Michigan Client primarily.
* Working on State Direct Clients (VA, TX, GA etc.)
* Attending weekly client’s meeting to understand client’s need, interacting, communicating and asking questions related to the requisition in the clients meeting to better understand their needs and work accordingly as per their instructions.
* Working on IT & Non IT Requirements and filing high priority requisition.
* Using VMS Portal (DotStaff & Vector VMS) to get the requirements and submitting resumes regularly.
* Getting requirements on VMS portals and distributing with the team member.
* Assisting & helping new recruits and conducting training whenever required.

**ATS: Ceipal**

**VMS: DotStaff, Vector VMS**

**Portals: Monster, Carrier Builder, Dice, LinkedIn & Google**

**NLB Services, Inc. (Remote)**

**Oct 2021 – Feb 2023**

**Sr. Talent Acquisition Specialist (W2 Direct Clients)**

* Working mainly on IT positions using sources like Monster, LinkedIn RPS, Dice, and Career Builder etc.
* Marking Internal, External Submission, Placements in Job Diva.
* Recruited candidates from entry level to senior level for IT and Non IT Requirements.
* Worked on W2 & C2C for direct client requirements.
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Managed the full-cycle technical recruiting process from initial sourcing to successful hire. Utilized multiple sourcing tools, including ATS, job boards, and social media platform.
* Responsible for preparing and coaching candidates for interviews.
* Handled the tasks of maintaining candidates and newly hired employee records in the Applicant Tracking Systems (ATS), Such as Job Diva.
* Coordinating and arranging interviews with the hiring managers at the client organizations.

**ATS: Job Diva**

**Portals: Monster, Carrier Builder, Dice, LinkedIn RPS & Google**

**Pyramid Consulting Inc. (Remote)**

**Mar 2021 – Oct 2021**

**Executive Resourcing**

* Recruiting on W2, C2C with such Visa, CPT, OPT, H1B, GC, Citizen, TN, EAD etc.
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
* Handled the tasks of maintaining candidates and newly hired employee records in the Applicant Tracking Systems (ATS).
* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
* Coordinated with hiring managers to ensure timely and successful candidate selection.
* Involved in marketing of the company’s passive candidates and placing them in appropriate projects.

**ATS: Job Diva**

**Portals: Monster, Carrier Builder, Dice, LinkedIn & Google**

**SYSMIND LLC, Noida, India**

**Oct 2018 – Mar 2021**

**IT Technical Recruiter**

* Sourcing candidates for IT & Non IT Openings using sources like Monster, Dice, Career Builder, etc.
* Created job postings and wrote job descriptions to attract qualified candidates.
* Built strong relationships with hiring managers to ensure recruitment needs were met in a timely manner.
* Conducted comprehensive interviews with potential candidates to assess skills and qualifications.
* Developed and implemented recruitment strategies to attract passive candidates.
* Interact with various key stakeholders within the organization.
* Maintains high customer satisfaction ratings that meet company standards
* Negotiated compensation packages to ensure that they are competitive and meet the organization's budget.

**ATS: Ceipal, Cats**

**VMS: Gbams**

**Portals: Monster, Carrier Builder, Dice, LinkedIn & Google**

**IDC Technologies, Noida, India**

**10/2018 - 09/2019**

**IT Technical Recruiter**

* Successfully recruited, screened and placed over Number of IT professionals in various industries.
* Experienced in creating job descriptions, posting job ads and utilizing social media to reach out to potential candidates.
* Skilled in using applicant tracking systems, conducting phone screens and evaluating resumes.
* Successfully managed and maintained recruitment pipelines, ensuring a high quality candidate experience.
* Developed and implemented creative recruitment strategies to source, screen and select the best talent for various positions.
* Established strong relationships with external recruiting agencies to secure qualified candidates.

**ATS: Ceipal, Job Diva**

**VMS: Gbams**

**Portals: Monster, Carrier Builder, Dice, LinkedIn & Google**

**Educational Qualifications**

Bachelor’s in Computer Application from Mahatma Gandhi Kashi Vidyapith University, Varanasi Uttar Pradesh, 2016