IKRAM KHAN

Talent Acquisition Specialist | HR Recruitment

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SUMMARY

Results-driven Talent Acquisition Specialist with 3.5 years of experience in full-cycle recruitment across IT and client- facing roles. Skilled in sourcing, screening, interviewing, salary negotiation, offer closure, and onboarding. Strong expertise in stakeholder management, fast TAT hiring, and optimizing sourcing strategies to reduce cost-per-hire. Experienced in hiring across Java, Testing, Cloud, DevOps, and Data roles.

- Experience in **full life cycle recruitment/End - End recruitment.**
- Performed Sourcing, Job Posting, Pay Rate negotiation, Resume Submission Interviews scheduling and Offer closing. Interview, pre-qualify, responsible for full recruitment life cycle.
- Experienced in Fulltime and Contract positions. Maintain and update recruitment trackers, dashboards, and ATS records regularly.
- Skilled in utilizing job **portals (Naukri, LinkedIn, Boolean search, Indeed,)** and social media for effective candidate sourcing.
- Experienced in serving clients from different industries like software, healthcare, construction, automobiles.
- Experience in volume hiring, tech hiring, or diversity hiring. Responsible for recruitment of qualified candidates for clients in various industries like IT, Financial Services, Mortgage/Banking, Automobiles, Food, Manufacturing, Medical/ Healthcare etc.

CORE SKILLS

- End-to-End Recruitment
- IT & Non-IT Hiring
- Client Handling & CRM
- Sourcing (Boolean Search, Job Portals, Social Media)
- Screening & Evaluation
- Salary Negotiation
- Interview Coordination
- Offer Management
- Documentation & Compliance

TOOLS

- Naukri RMS, LinkedIn Recruiter, Monster, Indeed
- ATS - ICMIS, Pro Hire, IRMT Portal, Ripple Hire, VMS
- MS Excel, MS Word

EXPERIENCE

Touchmark Workforce - Chennai   **Aug2024 – Present**
Talent Acquisition Specialist / CRM

Responsibilities:

- Managed 60% recruitment & 40% client-handling responsibilities.
- Experience in volume hiring, tech hiring, or diversity hiring.
- Conducted sourcing, screening, telephonic interviews, and shortlisting.
- Coordinated interviews with hiring managers & ensured smooth candidate experience.
- Maintained documentation compliance and supported onboarding processes.
- Worked on Multiple tech roles – Java, Python, AI/ML, ServiceNow, MuleSoft, SAP, QA Testing, Project Manager, Business Analyst, Cloud Engineer, Cyber security analyst etc.

VY Systems – Full Time – Chennai   **Aug 2023 – July 2024**
IT Recruiter / Client Relationship Management

Responsibilities:

- Handled full-cycle recruitment for IT clients (Java, Testing, Cloud, Data).
- Front-ended clients to understand hiring needs and create hiring strategies.
- Performed sourcing through Naukri, LinkedIn, internal database & referrals.
- Conducted initial screening, scheduling, and follow-up until joining.
- Worked on contract, contract-to-hire & permanent positions.

iCore Software Systems Private Limited   **Oct 2022- Aug 2023**
Information Technology Recruiter

Responsibilities:

- Executed end-to-end recruitment for all major IT skill sets.
- Conducted resume screening, interviews & offer negotiation.
- Coordinated onboarding documentation and maintained recruitment database.
- Ensured high-quality candidate pipeline through job portals and references.

EDUCATION

B.E Computer science and Engineer – Anna University- 2022

CERTIFICATION

Excel with LinkedIn Recruiter Assessment
Naukri Maestro Recruiter

ACHIEVEMENT

- Achieved **95%+ joining ratio** consistently.
- Closed positions **within TAT** across multiple tech stacks.
- Reduced sourcing cost by optimizing portals & referrals.
- Maintained **100% audit compliance**.

Reference– Available upon Request