

MOHAMMAD ZEESHAN SIDDIQUI

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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 to secure 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

Mother: Aziz Fatima

Father: Zainul Abedin Siddiqui

Civil Status: Single

Passport Number: R5335499

Place of Birth: Aligarh, India

Religion: Muslim

Nationality: Indian