**Enam Hoda**

**Mobile:** 7488804981

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**Objective.**  
To be a part of progressive, innovative and growth oriented organization, utilize my work experience and education, build on the expertise, expand my horizon and be an asset to the organization.

**PROFILE SUMMARY**

A Result oriented in recruitment sourcing includes successful and appreciated experience in Resource management and Employee relations. Having 5.4 Yrs of Experience in **IT Recruitment**. Skilled in Multi-tasking, thinking out of the box, good analytical skills, timely delivery and ensure thinks are closed well on time & seamless deliveries.

Good understanding of IT related technologies and concepts.

**EMPLOYMENT**

**ORGANISATION : Bytes Brick Software Systems.**

**DESIGNATION       : SR.Technical Recruiter**

**Duration : August 2016 Till now.**

**About Bytes Brick Software Systems**

**Bytes brick software** is fastest growing **software Development Company**, providing services to the global customers. **Bytes brick** is a technology services firm specialized in Microsoft Dynamics Navision implementation and support. **Bytes brick** focused on learning client's business and his business processes to provide total solutions to help and grow customer's business today and into the future.

**Responsibilities as a Sr. Recruiter**

* Involved in full recruitment Life Cycle from requisition to closing within Turnaround Time.
* Analyzes and understand the requirements from the managers.
* Sourcing Best talent various avenues- Job portals, Internal Database, Social Media -LinkedIn Employee’s Referrals.
* Short-listing qualified profiles by taking Initial Telephonic Interview with candidates, analyzing authentication of resume, evaluating technical expertise, communication skills, attitude, and confidence level, reason/need/urge for change, expectation level, minimum joining time & relocation status.
* Coordinating with the Technical Panel & the Manager regarding the requirements, Interviews etc.
* Co-ordinate the entire recruitment procedure right from sending the candidates profiles till his joining.
* Schedule interviews (telephonic and face to face), follow-up.
* Follow Up at regular Intervals with Selected Candidates till they join the Organization, Dealing with their various QUERIES and making Closure of the Incumbent.
* Post Offer follow-up to make sure the candidate joins in time.
* Taking care of joining formalities.

**ORGANISATION : Eteam Info service**

**DESIGNATION       : SR.Technical Recruiter**

**Duration : September 2015 to July 2016.**

**About Eteam Info service**

**Eteam Info service** is a New Jersey based professional firm, having rich professional experience in the area of Human Resource Consulting services. Providing high-volume contingent and direct hire staffing. Having a team of highly qualified and experienced executives who are servicing diverse industries.

**Responsibilities**

* Involved in full IT recruitment Life Cycle from requisition to closing within Turnaround Time
* Prepare job descriptions.
* Posting various jobs according to client requirement. Locating potential candidates through portal like Naukri, Monster, Job Posting (Job portal), referrals, networking, job groups, networking websites. etc.
* Screening and Locating Candidates through headhunting and job portals like Naukri, Monster Job Posting (Job portal), referrals, networking, job groups, networking websites. Etc. e-mailing to the candidates and checking their availability and interests.
* Short-listing qualified profiles by taking Initial Telephonic Interview with candidates, analyzing authentication of resume, evaluating technical expertise, communication skills, attitude, and confidence level, reason/need/urge for change, expectation level, minimum joining time & relocation status.
* Extensively pre-screening resumes technically evaluating Projects (current project & total number of projects, environment/technologies, domain, team size, clients and responsibilities) professional qualification. Candidates in order to assess the candidate's suitability in terms of relevant experience, Attitude, communication skills etc. current CTC, current organization & location
* Preliminary interviewing of potential candidates in order to assess the candidate's suitability, Attitude, Academic & Professional qualifications, experience, communication skills etc.
* Briefing the candidates about the job profile, package, organization, etc.
* Developed and maintained lasting client relationships through providing quality IT employment candidates at fair market margins and rates.
* Schedule interviews (telephonic and face to face), follow-up.
* Interview coordination end to end until the candidate is selected and following up till candidate is offered and joins
* Post Offer follow-up to make sure the candidate joins in time.
* Experience in recruitment drives (Mass hiring).
* Handling multi location recruitment.
* Regularly updating, monitoring and information sharing on Social Media pages.
* Provide updates to Account manager involved in a timely manner.
* Preparation of MIS Reports on weekly basis as well as monthly basis for the effectiveness of recruitment process.

**ORGANISATION : AASTHA HR SOLUTIONS**

**DESIGNATION : Technical Recruiter**

**Duration : August 2014 to August 2015.**

**About Aastha HR Solutions**

Aastha HR Solutions is a professional human resource Consulting firm, having rich professional experience in the area of Human Resource Consulting services. Having a team of highly qualified and experienced executives who are servicing diverse industries. Most trusted partner with leading organization’s to provide complete range of Human Resource Consulting services.

**Role: Technical Recruiter**

**Sourcing, Scheduling**

* Work closely with Sr. Team members to develop position profile and to understand overall needs and requirements.
* Understanding the clients requirements with respect to the job description, shortlist the right candidates.
* Preparation of JDs & job posting in portals for each role
* Making Outbound Calls and screening them through telephonic interviews.
* Prescreening the candidates thoroughly to ensure that they match the client's requirements accurately.
* Conducted initial screening of candidates to assess relevant experience and qualification.
* Responsible for recruiting for the positions, from the entry/fresher level
* Sending appropriate resumes to SR.Technical Recruiter.
* Schedule interviews (telephonic and face to face), follow-up
* Coordinating online skills tests, scheduling phone interviews with the Client
* Maintain proper record in the tracker.
* Making excellent personal relation with selected candidates

Before joining Aastha I worked as a counsellor in B. Academy and as a Tele caller in KNL and headed a team of 04 people.

**Domain I catered:**   
  
IT, STB, Education, E- Commerce etc.

**Recruited for skill sets in the following Technology:**

* Mobile Application
* Java/J2ee
* Microsoft Technologies
* Share Point
* Web Developer or UI Developer
* Database
* Software Testing

**Educational Qualification:**

**MCA** from VMRF, SALEM passed out with First Division.

**BCA** from DIU passed out with First Division.

Diploma from LSBT

Intermediate from BIEC passed out with First Division

High school from BIEC passed out with First Division

**Location** : Delhi