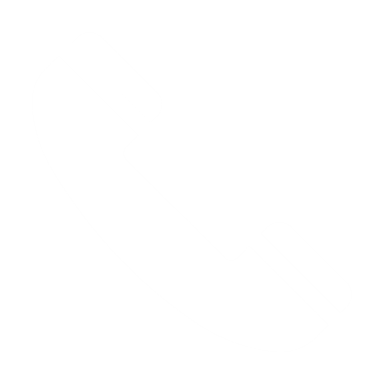
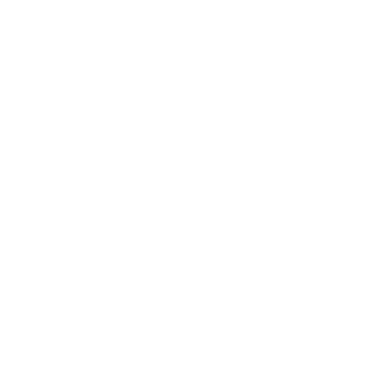
**Contact Me**

**** **(+91) 9700633678**

**sameedkhadri91@gmail.com**

**Social Profile**

<https://www.linkedin.com/in/sameer-khadri-6ba891159/>

**Education**

* **BTech:** **Electronics and Communications Engineering**

**Kakatiya University, Telangana (2009 – 2013)**

* **Intermediate: MPC**

**New Wave Junior College, Telangana. (2006 – 2008)**

* **SSC:  
  NRM High School, Telangana. (2005 to 2006)**

**Languages**

**English,Hindi and Telugu,**

**Significant Strengths**

* **Awarded as the best performer in bench sales recruiting as soon,I joined the organization within the same month. Awarded as the performer of the quarter and best performer of the year awards in the same year**
* **Leadership Qualities and Excellent Communication Skills**
* **A good team person and good at getting along with people.**
* **Last but surely not the least, my technical skills which surely, I would be able to put to use the maximum possiblelevel.**
* **Self Confidence - firm belief in myself and my abilities, able to rise up to any occasion.**

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**Significant Strengths:**

SYED

**Talent Acquisition Specialist &HR Associate**

**Professional with 5 years’ proficiency in End-to-End IT/Technical**

**Recruitment Lifecycle**

**About Me**

I bring people together and give them a chance to work with each other. Well, I am talking about talent hunters and job seekers. My talent Acquisition capabilities are more into the IT Sector. Four Roles and 5 years into my career, I have influenced career paths of more than 100 talented people. They have ranged from fresh graduates to IT professionals exhibiting 15+ years of experience. Programmers, Analysts, Project Managers, Network Engineers, and Administrators, I have helped fulfill all these talent requirements and more.

**Core Skills**

**Talent Acquisition&HR Associate:**

Vendor / Client Services Representative ⬩ Employee Relations ⬩ Onboarding and offboarding  
⬩ Background Checks and Screening ⬩ Performance Management ⬩ Team Management⬩ Employee Compensation ⬩ Third-Party Partnerships ⬩Recruitment Strategies⬩ End-to-End Recruitment Cycle

**IT / Technical:**

Microsoft Office Word, Excel, PowerPoint ⬩ Java ⬩ Android Programming ⬩

**Interpersonal Skills:**

Evaluation ⬩ Impactful Decision Making ⬩ Critical Thinking and Analysis ⬩ Active Communication

⬩ Persistence ⬩ Social Media Rapport Building ⬩ Time Management ⬩ Training & Development.

**Career Highlights**

* Excellent track record in satisfying the recruitment needs of Fortune 500 companies like BCBS, AT&T, Verizon, Kroger, Wells Fargo,HCL, Nike, Capgemini, Infosys, Tata Consulting Services, VISA, Tesla and PWC.
* Procure fresh and experienced talent to fulfil corporate technology requirements in Mainframe, ERPs ( Oracle Apps ), J2EE Technologies, Microsoft Technologies,.net, UNIX, Testing/QA, Oracle Database Administration, Network Administration.
* Manage candidate profiles ranging from Project Managers, Mid to Senior-Level Developers, DBAs, Programmers, Software Engineers, Oracle Developers, Web Developers, Network Engineers, Administrators and Business Analysts.
* Liaise with Senior HR Director and CFO to sync HR and Talent Management Practices with organizational vision, mission, goals, and corporate culture.
* Reconcile team differences and build team spirit through effective, time-tested and innovative motivational exercises, training and mentorship programs.
* Multi-channel approach to planning and coordinating Corporate Events using social and traditional media.
* Utilized a consultative approach and acted as Strategic Advisor for my client groups to better understand their business and talent needs while providing creative recruitment solutions.
* Trained in software Quality Assurance benefiting overall technical knowledge for better understanding of technical positions and candidate skill sets.

**Eureka Infotech INC(Sovereign IT Solutions Pvt Ltd) April 2015-Present**

**Work Experience**

**Talent Acquisition**

**Specialist &  
HR Associate**

**Jan 2018 to Present**

**IT Consulting Services**

**Specialist &   
HR Associate**

**Jan 2017 to Dec 2017**

**Associate IT sales Lead & Training Specialist**

**Apr 2016 to Dec 2016**

**IT Technical Sales Recruiter**

**Apr 2015 to Mar 2016**

**Responsibilities:**

|  |  |  |
| --- | --- | --- |
|  | | * Finalization of vendors, work orders and taking approvals up to MD /CEO levels. Preparation of comparative statements. * Prepare paperwork for New hires. * Run battery of Background verification procedures including E-Verify, I-9s, and Drug Tests, validate and assess test results. * Assist in background checks comprising federal criminal check, drug screening, professional checks and educational checks for candidate on-boarding * Successfully implemented digitalization in Subcontractor billing. Streamlined and removed bottleneck in the process of Subcontractor and Client Billing. * Design, execute and implement new hire orientation and training programs. * Manage year-end updates to review yearly employee payroll and performance evaluations * Maintain candidate information in organized databases. |
|  | **Responsibilities:**   * Execute and implement placement strategies to fill talent requirements for Software Engineers, UX/UI Designers, System Engineers and Web/Full Stack Developers. * Fulfil corporate manpower requirements for Corp-Corp roles and H1 transfers. * Manage workflow processes related to new hires, terminations, employee benefits, role change, hierarchical growth, and so on. * Initiate and follow-up drug screening procedures as part of background checks. * Review payroll distribute cheques following validation by Accounts Department. * Regularly interact with employees to understand and resolve issues related to corporate governance, career growth, job profile, etc.   **Responsibilities:** | |
|  | * Manage complete recruitment lifecycle from candidate sourcing and screening to contract negotiation and offer of employment. * Involved in Full Life Cycle in Recruitment and Sales as my Responsibilities are Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turn around time in contract positions in the Information Technology industry through out the United States. * Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements. * Use Vendor Management Systems, job posting sites like Monster, Dice Reach to fulfil talent acquisition requirements. * Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites. * Maintain daily & weekly status lists of all activities through MS Excel. * Formulate job descriptions for talent profiles of Java, UI ,.Net developer, Quality Analysts and Network Engineers. * Assist in on-boarding and joining of candidates**.**   **Responsibilities:**   * Posting resumes on behalf of consultants in to various job portals like Dice, Monster etc * Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter. * Worked extensively on marketing bench consultants. * Fulfil contract-to-hire positions including C2C and W2. * Working on direct client requirements. Maintain, manage and update Vendor and Candidate Databases. * Fulfil manpower requirements for Software Engineers. Keep track of all candidates, submissions and interviews in a database | |

# DECLARATION:

## I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: (SYED)**