**Sajid Hussain Mohd.**

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**Email:** [**sajidafaq994@gmail.com**](mailto:sajidafaq994@gmail.com)

**Objective:**

To work with an esteemed organization that provides congenial work environment and where I can contribute towards growth of the organization using my skills and expertise.

**Professional Summary:**

* Seasoned professional with 7 years of experience as technical recruiter in the field of US IT staffing.
* Experience in recruiting contract, contract-to-hire and permanent high-end national and local positions for information technology Fortune 500 & Big 4 clients all over the USA.
* Proficiently recruited and placed potential information technology resources to support various clients such as BCBS, KPMG, State & Federal, Banking, Financial, Insurance, Energy and Utility.
* Successful track record in sourcing, identifying, attracting, securing and closing the hard to find candidates at all levels under tight turnaround schedules.
* Adept at the sourcing of candidates via social media platform and online resume database.
* Possess sharp business insight in probing as well as understanding client specifications.
* Capable of blending with people of diverse cultures and backgrounds.
* Extensive experience with Vendor Management Systems Portals (VMS) & multiple Application Tracking Systems: LeoForce, Bullhorn, Zoniac, CEIPAL.
* Proficient with MS Outlook, MS Word and Excel software. Familiarity with internet navigation and on-line recruiting technology/tools.
* Strong problem solving skills, effective communication and time management.

**Technology Specific Recruiting Skills:**

Job Portals: Dice, Monster, CareerBuilder, ZipRecruiter, TechFetch.

Recruitment tools (ATS): LeoForce, Bullhorn, Zoniac, CEIPAL.

US Tax Terms: 1099/W2/C2C Employment

**Level of Recruiting:**

Application Developers/Programmers, Cloud/DevOps Developers/Architects, Database, AI Machine learning RPA, Developers/Administrators, Systems and Network Engineers/Admins, Business Analysts, Project managers, Quality Assurance Testers, Project Coordinators, Help Desks and Mobile Application Developers.

**Professional Experience:**

***Sr. Executive Recruitments - US Staffing Nov 2018 - Dec 2019***

***Xoriant Solutions Pvt Ltd, Hyderabad, India***

Xoriant is a Silicon Valley based product engineering, software development and technology services firm with offices in the U.S., Europe and Asia. For both technology companies and enterprises, from startups to the Fortune 100, the goal is to leverage the expertise in emerging technologies to deliver innovative solutions that accelerate various clients Digital Transformation initiatives. Practices include Product Engineering, Cloud & Infrastructure, Security, Big Data & Analytics, Data Management & Governance and IoT, machine learning, hybrid cloud security & compliance, blockchain, IoT data gathering & processing and open source solution integration.

**Responsibilities:**

* Successfully managed full recruitment cycle independently including resource requirement gathering, sourcing, initial screening, negotiating, short listing, reference checks, pre and post interview follow-ups, preparing offers and closures.
* Recruited potential resources with the expertise in information technology such as Java/J2EE, .NET Web technologies, AWS, MS Azure, DevOps, Microsoft BI, Oracle, ETL Informatica, Mobile Application Developers (iOS/Android), Robotic Process Automation (RPA), QA, Project manager, business analyst, network and cyber security.
* Exercised full authority to decide salary package & benefits (as per company guidelines on various tax terms W2, 1099 & C2C), share the info with the respective candidates. Made the necessary recommendations to manager and candidates to ensure win-win closure.
* Utilized job portals and internal database(Dice, Monster, CareerBuilder, ZipRecruiter & eStaff) for posting the jobs and sourcing the potential resources.
* Identified, sourced, screened and qualified candidates utilizing position specific matrix, prepared and formatted resumes for presenting to clients. Prepped candidates for client interviews and negotiated offers.
* Involved in conference calls, weekly review meetings with the respective hiring managers and PROs to focus and close the fast moving positions within stipulated time frame those are urgent and difficult in nature.
* Mentored and guided a team of 3 recruiters to deliver recruitment services that would ensure an integrated and coordinated approach for providing staffing strategies that support our Clients.
* Ensured availability of back up resources in the event of candidate back-outs for key positions or any urgent needs.
* Responsible for coordinating with both the candidate and HR team to facilitate smooth transition during the employee onboarding and assimilation process.
* Maintained a healthy professional bond with the placed resources for any smooth transition and for streamlining referral program.

***Sr. US IT Recruiter Nov 2016 - Jul 2018***

***AuroPro Soft Systems, Hyderabad***

AuroPro Systems is an IT services, consulting and business solutions organization that delivers real results to global business. The solutions comprise a broad range of advanced products and services designed to enable companies run the business, deploy products and business intelligence tools on a global basis. The partnership programs are used to increase the functionality of our applications and enhance our services suite to support a customer end-to-end.

**Responsibilities:**

* Responsible for performing task analysis to document job requirements and objectives. Source and attract potential candidates with various skills and core competencies by using databases, social media etc.
* Responsible in sourcing, identifying, attracting, securing and closing the hard to find candidate under tight turnaround schedules.
* Responsible for job postings, source a bigger and better pool of qualified candidates and manage the talent pool efficiently with the help of CEIPAL (ATS).
* Responsible in coordinating with the candidates and employers on the client interviews.
* Responsible for sending unlimited personalized mass emails to groups of candidates or contacts with the help of Zoniac Swiftlite recruitment tool.
* Create custom templates for future use and collaborate with team members.
* Worked closely with and seamlessly coordinated with recruitment leads/managers/Employers on paperwork (Vendor SOW, MSA, W2 hire) in the event of client selection.
* Coordinated with H1B resources regarding the mandatory/essential documents on H1B transfer process in the event of client selection.
* Responsible in recruiting potential candidates on varied skills and technologies like BA, PM, Java/J2EE, .NET Web technologies, Microsoft BI, Oracle, ETL Informatica, Mobile Application Developers (iOS/Android), network and cyber security.
* Sourcing potential resumes using job portals like Dice, Monster.com USA and TechFetch.
* Involved in US IT staffing process specifically for hiring consultants on Corp-Corp & Contract-Hire employment.
* Responsible for rate negotiation with Vendors/Employers, H1B, Green Card /US Citizen and EADs on W2, 1099 and Corp to Corp tax terms
* Act as a point of contact and build influential candidate relationships during the selection process & post on-boarding process.
* Ensured availability of back up resources in the event of candidate back-outs for key positions in emergency situations.

***Sr. US IT Recruiter May 2015 - May 2016***

***nTech Solutions, Hyderabad, India***

nTech Solutions is a national IT solutions provider supporting ERP, cyber security, application systems Integration, service oriented architecture and staff augmentation. Having provided IT solutions since 2005, it provides clients with quality professionals and strive to facilitate clients projects' completion on time, and within budget.

**Responsibilities:**

* The recruitment process to hire the resources for various levels of position openings and promote a work environment that openly embraces individuals with diverse backgrounds and experiences.
* Responsible for handling the full life cycle recruitment process for high volume hiring starting from understanding and analyzing the requirements from hiring/resource managers.
* Responsible for recruiting excellent resources for contract, contract-to-hire and permanent high-end national and local positions, for information technology clients all over the USA.
* Developed relationships with US IT staffing vendors and successful placing their consultants directly and indirectly with US IT Giants.
* Responsible in sourcing, identifying,attracting,securing and closing the hard to find candidate under tight turnaround schedules.
* Recruiting potential candidates on varied skills and technologies like BA,PM,Informatica, Java/J2EE, Microsoft BI, Oracle, ETL Informatica and IBM.
* Responsible for negotiating the compensation with Green Card /US Citizen and EADs on W2, 1099 and Corp to Corp tax terms.
* Scheduling interviews and follow-ups with account managers/candidates.
* Sourced candidates through a variety of methods including dice, Careerbuilder, Monster, Linkedin Recruiter, Indeed, Techfetch, LeoForce and employee referrals.
* Proficient in working with LeoForce (cloud based recruiting solution) for automating the recruiting lifecycle for faster and efficient results.
* Coordinating with HR team by providing the essential information once the offer is extended/accepted by the candidate.

***US IT Recruiter Apr 2012 - Apr 2014***

***Apps Associates Pvt Ltd, Hyderabad, India***

Apps Associates has been recognized as one of the fastest growing private U.S. companies (Inc. 500) and continuing to realize rapid growth, Apps Associates is setting a compelling standard for delivery & customer satisfaction. Apps Associates has attained Oracle\*s Platinum Partner status, the highest level of partner reserved for a select group of companies that demonstrate superior product knowledge and technical expertise.

**Responsibilities:**

* Responsible for handling the full life cycle recruitment process for high volume hiring starting from understanding and analyzing the requirements from hiring/resource managers.
* Source, screen, evaluate and submit the resumes through a structured recruitment process designed to obtain the best candidates. Inform applicants about the job duties, responsibilities, working conditions, company policies, promotional opportunities, compensation and benefits.
* Scheduling interviews and follow-ups with account managers.
* Involved in US IT staffing process specifically for hiring consultants on Fulltime employment.
* Work according to multiple requirements in a high growth multitasking environment.
* Posting and maintaining jobs on web portals.
* Recruiting experience related to varied skills and technologies like Oracle ERP, OBIEE, SOA,
* FMW, ADF, Database Security and Microsoft.
* Searching resumes using job portals like Dice and Techfetch.
* Rate negotiation with Green Card /US Citizen and EADs on W2 and 1099 tax terms.
* Developing and maintaining relationships with key candidate communities for short and/or long term opportunities.

***US IT Recruiter/ Bench Sales Recruiter (USA) Sep 2009 - Mar 2012***

***Reliable Software Resources Inc/Fuzen Software Pvt Ltd Hyderabad, India***

Fuzen Software Pvt Ltd has been offering IT consulting services to the U.S clients which enable them to maximize their IT investment and that has made extremely competent enough to work on any IT consulting project for any industry domain. Fuzen Software Pvt provides high-value, industry-specific IT solutions and is a pure-play IT project implementation and System Integration Company with cost effective delivery model for its clients. Services offered by Fuzen Software Pvt Ltd are Staffing, Application Development, Application Maintenance and Infrastructure Services.

**Responsibilities:**

* Responsible for hands-on recruiting efforts and using software for ensuring compliance with Equal Employment Opportunity/Affirmative Action Programs.
* Responsible for sourcing, screening and submitting resumes matching the skill set with the requirement. Discussing about the opportunity with the candidate and evaluation of profile against requirement.
* Searching resumes using web portals like Dice, Monster, Career Builder and Corp-Corp.
* Preparing candidate for the external interview according to the job description.
* Scheduling interviews and follow-ups with vendors/clients.
* Handling post interview aspects such as follow-up with the vendor for interview feedback, POs and Contracts.
* Responsible for sending unlimited personalized mass emails comprising with hot list bench resources with group of Vendors.
* Recruiting potential candidates on varied skills and technologies like DWH/ETL Informatica Microsoft BI, IBM, SAP and Oracle.
* Rate negotiation with Green Card /US Citizen and EADs on W2, 1099 and Corp to Corp tax terms with 3rd party in case of H-1 visa candidates.
* Responsible for taking agreements from vendors/candidates such as NCA and RTR.
* Maintained a large database of vendors for recruiting high tech professionals.

**Technical Skills:**

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| --- | --- |
| Operating Systems | Windows XP |
| Databases | Oracle 9i/10g, SQL Server 2000 |
| Data Warehouse | ETL/Informatica Power Center 8.x, 7.x |
| MS-Office 200x/2010/2013/2016 | MS Outlook, Word, Excel |

**Academic Credentials:**

* Masters of Computer Applications (MCA) Wesley PG College, Secunderabad - 2009
* Bachelors of Science (B.Sc - M.E.Cs) Chaitanya degree college Karimnagar - 2005
* Intermediate (M P C) Masters' Jr college Karimnagar - 2001
* Secondary School Certificate (SSC) Manasa Gangothri Public School Karimnagar – 1998

**Personal Info:**

**Name**  : Sajid Hussain Mohammed.

**Address**  : H.NO. 9-70/1. HMT Nagar, Nacharam, Secunderabad, Hyderabad - 500076

**Nationality**  : Indian.

**Date of Birth** : 25-01-1983

**Languages Known** : English, Hindi and Telugu.

**Marital Status** : Married.

**Declaration:**

I do here declare that the information provided above is true to the best of my knowledge and belief.