**Shaik Mizan Iftequar**

**Mifteqar93@icloud.com** **Mob : 8332926972**

**SUMMARY:**

* Talent Acquisition Specialist with full life cycle recruiting expertise.
* Involved in end-to-end recruitment initiatives including intake sessions, job postings, candidate sourcing, resume screening, cold calling, phone interviews, scheduling, co-ordination,candidate communication, offer negotiation, Talent Management and Talent Acquisition
* Hands on experience with ATS job boards like Monster, Indeed, LinkedIn Recruit, Dice and Career Builder
* Maintain active database for recurring and hard to fill roles in MSP/ VMS environment.
* Experience working on IT/ Technical requirements throughout career
* Strong and clear communication skills and well versed in handling negotiations
* Experience mentoring and managing new employees and keeping them updated with understanding on requirements and client requirements.
* Proficient creating Boolean search stings for sourcing on Job boards as well as LinkedIn and Google groups

**KEY STRENGTH:**

* Sourcing, Screening and Recruiting
* Permanent & Contract placement
* Boolean search string
* Social Media Recruiting
* Pipeline Recruiting
* IT/ Technical recruiting
* Salary/ Rate Negotiation
* Offer Negotiation
* MS Office (Word, Excel, PowerPoint)
* Reference check

**PROFESSIONAL EXPERIENCE:**

**Agile/Wipro**

**Hyderabad, Malakpet Jul 2018 – Till date**

**Talent Acquisition Specialist / Recruitment specialist**

**Responsibilities:**

* Responsible for full lifecycle recruitment
* Apply appropriate sourcing and recruiting techniques, screening, search candidate using Boolean search sting, explain job responsibilities, Job posting, manage interview process and offer negotiation with candidates
* Create and maintain database/ pipeline for recurring IT roles using ATS and google sheets.
* Coordinate and conduct multi-phased interviews including phone screening and in-person interviews for technical requirements
* Coordinate client phone and in person interviews and track client submissions
* Specialised working in **ERP** requirements

**Airtel DTH,Maghus,Begumpet Hyderabad Jan 2014 – May 2016**

**Customer service representative/BPO**

**Responsibilities:**

* Trustworthy and empathetic customer service representative accomplished in Airtel (DTH) Direct to home service to the dealers ,retailers and customers
* Resolved customer problems and complaints by clarifying the issue,explaining the best solution and following up with cases
* Build trust in the brand by responding efficiently and helpfully to the customer needs

**EDUCATION:**

Bachelor of Engineering