**AMOHAMMAd Zafar Hassan**

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# **EXECUTIVE SUMMARY**

Mr. Zafar is Account Manager / Recruitment Manager with 13+ years of progressive experience in IT Industry. Have been responsible for Managing and mentoring team of recruiters for recruitment processes and best practice to serve cross industrial vertical including but not limited to **SABIC, BANK ALBILAD, GlaxoSmithKline, IBM, BONY, AstraZeneca, Warner Brothers, Farmer Insurance, Yahoo, HCL, NTT Data, Cognizant, TELUS International, Collabera, Photon, UNISYS, TCS, Dell**. He is well proficient in handling staffing needs of clients.

He has been instrumental in designing HR Team development and monitoring processes for Staff Augmentation Practice and has been responsible for Recruitment solution delivery for cross IT Technologies.

He is an organized professional with excellent presentation, analytical, documentation and interpersonal communication skills.

# **TECHNICAL SKILLS**

RDBMS- Microsoft SQL, Oracle 8i, XML, Perl, HTML, Internet Technology, OOAD, UML, Java programming, OOP, C, C++ Programming, Windows 98/2000/XP/NT, Microsoft Visual Basic, VC++, MS Team

**ATS:** Jobdiva, CEIPAL, Zoho, Bullhorn

# **PROFESSIONAL EXPERIENCE**

**ST Global. Noida** **Aug 2019– Till Date**

**Account Manager / Recruitment Manager**

**Responsibilities**

* Involved into all facets of business including Client Acquisition, Client Management, Requirement Management, Key Talent Acquisition, Building business strategy etc.
* Skills: Account/Client Management, Requirement Management Business Development and Key Talent Acquisition.
* Expert in the process of End to End recruitment
* Lateral Hiring & Leadership hiring
* Account Management, Delivery Management
* Team Building / Team Management- Leading and managing team primarily focused on meeting client commitments & delivery.
* Ensuring content between candidate & client by complying with all parameters.
* Excellent client relationship management skills and strong analytical, problem solving & organizational abilities.
* Well versed in recruiting, managing, motivating, training and leading the team for running successful business process with proven ability of achieving Service Delivery/Process Targets.
* Creating requirement forecast and pipeline of good prospective technical resources through Database Management System.
* Managing resources as per demand and successfully and effectively shuffling resources as per demand of teams, clients, company market and industry.
* Supervising, supporting and taking steps to make sure that team mates will achieve the targets successfully.
* Building & Managing strong relationships with client SPOCs.
* Preparation and execution of business plan & developing strategies to up-sell and cross-sell in the clientele.
* Accountable for prioritizing accounts with multiple requirements.
* Accountable for client identification, client development, & interaction for promoting business and providing manpower services to all categories in junior/middle/senior levels.
* Build and manage a team of Recruiters whilst supporting and mentoring less experienced members of the team
* Manage and mentor Recruitment Team, Regional Account Managers for accomplishment of organization goals.
* Develop and implement numerous sourcing strategies including database maintenance, referral generation, advertisement placement, position postings, head hunting (direct sourcing/cold calling) and networking to improve staffing services and reduce dependency on Jobsite.
* Preparation of reports and presentations with the help of MS Excel
* Reviewing the requirements and assigning daily activity to the team members.
* Motivating team members and helping them in searching profiles and query resolution.

**IDC Technologies Oct 2018 – Aug 2019**

**Client Relationship Manager**

* Involved into all facets of business including Client Acquisition, Client Management, Requirement Management, Key Talent Acquisition, Building business strategy etc.
* Skills: Account/Client Management, Requirement Management Business Development and Key Talent Acquisition.
* Expert in the process of End to End recruitment
* Lateral Hiring & Leadership hiring
* Account Management, Delivery Management
* Team Building / Team Management- Leading and managing team primarily focused on meeting client commitments & delivery.
* Ensuring content between candidate & client by complying with all parameters.
* Excellent client relationship management skills and strong analytical, problem solving & organizational abilities.
* Well versed in recruiting, managing, motivating, training and leading the team for running successful business process with proven ability of achieving Service Delivery/Process Targets.
* Creating requirement forecast and pipeline of good prospective technical resources through Database Management System.

**Next Level Business Services, Inc, Noida, India (2nd Term): July 2016 – Oct 2018.**

**Delivery Manager**

**Responsibilities**

* Involved into all facets of business including Client Acquisition, Client Management, Relationship Management, Key Talent Acquisition, Building business strategy etc.
* Directly working with the account managers of NLB for their hiring opportunities in all Verticals:
* Preparation and execution of business plan & developing strategies to up-sell and cross-sell in the clientele.
* Accountable for prioritizing accounts with multiple requirements.
* Accountable for client identification, client development, & interaction for promoting business and providing manpower services to all categories in junior/middle/senior levels.
* Build and manage a team of Recruiters whilst supporting and mentoring less experienced members of the team
* Manage and mentor Recruitment Team, Regional Account Managers for accomplishment of organization goals.
* Provide direction and support to the team for building capability and better client servicing including providing guidelines for over the counter interaction with customers.
* Train and build team to manage various facets of branch operations, including administration. Create an environment that sustains and encourages high performance. Motivate teams in optimizing their contribution levels.
* Develop and implement numerous sourcing strategies including database maintenance, referral generation, advertisement placement, position postings, head hunting (direct sourcing/cold calling) and networking to improve staffing services and reduce dependency on Jobsite.
* Creating requirement forecast and pipeline of good prospective technical resources through Database Management System.
* Managing resources as per demand and successfully and effectively shuffling resources ad per demand of teams, clients, company market and industry.
* Supervising, supporting and taking steps to make sure that team mates will achieve the targets successfully.
* Preparation of reports and presentations with the help of MS Excel
* Reviewing the requirements and assigning daily activity to the team members.
* Motivating team members and helping them in searching profiles and query resolution.
* Involved in Internal team recruitment, training of new recruits, documentation, database creation and management, process improvement activities, performance appraisal and issue resolution.

**Comm-IT Middle East LLC (Middle East & India), JEDDAH, KSA April 2015 – May 2016**

**Assistant Manager Human Resource**

**Responsibilities**

* ***Assistant Manager HR*** with excellence in Recruitment, Hiring, Head hunting,Training, Performance Appraisal, Compensation and Benefits, Performance management, Employee relations, Organisational development, short listing of candidates for various levels of position openings.
* ***Managed Services:*** Responsible for handling requirements from Saudi Arabia based client (SABIC, Bank AlBilad, Americana etc.) and Internal requirement.
* ***Pay roll Administration:*** Have been responsible for preparation of pay roll based on integrated process with leave management and time cards policy.
* ***Leave Management*** *&****Time Card***: Managed leave management and time card record system of the company.
* Good analytical and problem solving skills, motivated to succeed with the desire to tackle challenging problems
* Coordinating with client for feedback, interview scheduling, offer negotiation and on-boarding formalities
* Maintain the track of data gathered, compile reports on each segment and put out on the database
* Sourcing candidates through search engines, job portals, referrals, networking, Google group, LinkedIn, etc
* Independently responsible for maintaining and updating the database and records of each hired consultant.
* Maintain up to date data in the recruitment database by tracking all resumes sourced, screened, scheduled and interviewed.

**Next Level Business Services, Inc, Noida, India: Oct’09 – April’15.**

**Recruitment Manager/ Client Relationship Manager (UNISYS-BPS/Cognizant-IT)**

**Responsibilities**

* Responsible for handling requirements from US based client and Implementation partner client (CTS, Infosys, UNISYS, TCS, Dell etc.)
* Resource Manager. Managed VMS (Vendor Management Services). Teamed with marketing professionals to offered full life cycle recruitment services and provided support for RFPs.
* Mentor to Jr. Recruiters and assign requirements, assist them in job postings and sourcing.
* Coordinating with Client (Unisys) for feedback, interview scheduling, offer negotiation and on-boarding formalities
* Understanding the sourcing needs of the client and fulfilling them.
* Maintain the track of data gathered, compile reports on each segment and put out on the database
* Responsible for handling IT Recruitment services, based on the requirements for onsite and offshore (H1-B hiring).
* Performed full life cycle recruitment, development of candidate specification and sourcing (identify, interview, screen and placement) technical personnel for contract, contract-to-hire and permanent positions.
* H1-B Hiring: Handling In-house/outstation walk-ins & recruitment drives.
* Involved in screening, short-listing, coordinating interviews.
* Sourcing candidates through search engines, job portals, referrals, networking, Google group, LinkedIn, etc.
* Excellent experience on jobsites like Monster.com / Dice.com. / Careerbuilder.com
* Independently responsible for maintaining and updating the database and records of each hired consultant.
* Maintain up to date data in the recruitment database by tracking all resumes sourced, screened, scheduled and interviewed
* Identifying the right candidates residing in US OR candidates holding valid US work permit, by searching jobsites, internal database and referrals.
* Discussing the details with the shortlisted candidates, conducting personal interview, matching the skills with requirement and negotiating rates.
* Confirm availability of the candidates and passing their details to Sr. BDM.
* Submitting candidates on client’s site or Sr. BDM.

**Pyramid Inc, Noida, India: Sep ‘06 –April’09**

**Sr. Technical Recruiter**

**Responsibilities**

* Responsible for handling requirements from US based client (**Accenture**, Keane (NTT Data) etc.)
* Understanding the sourcing needs of the client and fulfilling them.
* Responsible for handling IT Recruitment services, based on the requirements for onsite and offshore (H1-B hiring).
* H1-B Hiring: Handling In-house/outstation walk-ins & recruitment drives.
* Involved in screening, short-listing, coordinating interviews.
* Sourcing candidates through search engines, job portals, referrals, networking, Google group, LinkedIn, etc.
* Excellent experience on jobsites like Monster.com / Dice.com. / Careerbuilder.com
* Independently responsible for maintaining and updating the database and Personal records of each hired consultant.
* Maintain up to date data in the recruitment database by tracking all resumes sourced, screened, scheduled and interviewed
* Identifying the right candidates residing in US OR candidates holding valid US work permit, by searching jobsites, internal database and referrals.
* Discussing the details with the shortlisted candidates, conducting personal interview, matching the skills with requirement and negotiating rates.
* Confirm availability of the candidates and passing their details to BDM.
* Submitting candidates on client’s site or BDM.

**ARTECH INFORMATION SYSTEMS LLC, Noida, India: Feb’05 –Sep’06.**

**Technical Recruiter**

**Artech Information Systems LLC**, established in 1992 provides IT Project management and staff augmentation services to Fortune 1000 companies and government organizations. Artech is having its Headquaters in Morristown, NJ along with offices in Fremont, CA, and Mclean, VA, and an ISO 9001 certified offshore development facility in Noida, India. Artech is awarded as US SBA (Small Business Administration) Subcontractor of the Year. It is also recognized as NJ Fast 50 Company by Deloitte & Touche for 2000 & 2001.

**Responsibilities**

* Responsible for handling requirements from US based direct Clients (GlaxoSmithKline, IBM, BONY, AstraZeneca and Texas Instruments)
* Understanding the sourcing needs of the client and fulfilling them.
* Identifying the right candidates residing in US OR candidates holding valid US work permit, by searching jobsites, internal database and referrals
* Discussing the details with the shortlisted candidates, conducting personal interview, matching the skills with requirement and negotiating rates
* Confirm availability of the candidates and passing their details to Manager.

**EDUCATIONAL**

* B.I.T MAHE University
* 10+2 (Science), Bihar Board
* 10th from Bihar Board