**Kadir Sheikh**

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**Personal Summary:**

Having 8 years of work experience in the **US IT staffing domain** with direct and implementation both client’s in sensitive corporation environment, Outgoing and details oriented, I am proficient at building and maintaining professional relationship.

A high caliber professional that is able to effectively manage People and Process, I can make a real contribution to the growth of any business and is an expert at giving clear direction and feedback to staff in order to improve their performance and having experience on **Direct Client, Implementation Client** requirements as well as **Tier-1 Vendor**, strong working experience on different tax terms and position type such as **C2C, 1099, W2, CTH** and **FTE**, great understanding of United State work authorizations **US Citizens (USC), Green Card (GC), H1B, TN**, and all kind of **EAD’s**.

**VMS: Flex track** and **MSP: Kelly OCG, Rest Pro Unlimited** and **TAPFIN.**

**Closer’s: Front-end, Full Stack, Backend, Android, IOS, System Engineer, Security Engineer, ETL, Quality Assurance, Cloud, AWS, Big Data, Hadoop, DevOps, Salesforce, Automation, Project Manager, Program Manager, Product Manager, Project Engineer, SAP, Business Analyst, Business System Analyst, Business Intelligence and more.**

**Professional Qualification:**

**B.Tech** **(Computer Science & Engineering)-2012**  **Uttar Pradesh Technical University**

**WORK EXPERIENCE:**

**Account Manager**

**MiiTs LLC (November-2020 to Present) New Delhi**

**Duties & Responsibilities:**

* **Client Servicing/Account Management**: Day-to- day operations and deliverable of the client.
* Responsible to develop healthy business relationship with the clients, regularly interacting with hiring managers for timely fulfillment of the resources at different levels and projects.
* Catering to US/Canada based -**IT clients** across **USA** & **Canada**.
* Involved in conference calls majorly based on the critical projects. Also, majorly having a telephonic discussions with all the active POC’s (2-3 calls in a day sometimes) to see the upcoming changes in the on-going priority positions.
* Working efficiently with our internal **ATS (Job Diva)** to maintain a track of all sales and delivery activities. Ensuring all the defined metrics are met appropriately.
* Leading a **team of 10 recruiters** and helping them with the **day-to-day recruitment** activities.
* Having good experience in **C2C, 1099, and W2**.
* Good experience with almost all visa types consultants such as **US Citizens** and **Green Card Holders.**
* Drive the full recruitment life-cycle process (IT Staffing) to client hiring needs based on current/pipeline projects and forecasted sales in **C2H** (**Contract-to-Hire**) and **Full Time Hiring**.
* Meeting **deadlines** for requirements and **quality delivery** of the candidates.
* Providing weekly and monthly progress report to higher management

**Direct Clients: DTCC, Spok Inc and Marsh & McLennan.**

**Implementation Clients: TCS, L&T and cognizant.**

**US IT Recruitment Team Leader & Delivery**

**Amiga Informatics Pvt. Ltd. (May 2019 to Oct-2020) Noida, India**

**Duties & Responsibilities:**

* Working with six recruiters, I do hands on and Handling **end to end recruitment** process.
* Train new recruiters and guide them, how to use of **Boolean Search, X-ray search and Google search**.
* Work experience with **Corp – Corp, W2 and 1099 US Tax Terms** and take care of **Canada IT requirements.**
* Working with candidates holding **visa status like EAD, H1B, E3, GC, US Citizen, and TN.**
* Good experience working across all **IT Technologies**.
* Working on **ATS (Job Diva** & **CEIPAL ATS), Monster, Career Builder, Dice, Indeed, LinkedIn, and Google**.
* Recruited and hired candidates in state and out-of-state for **contract, contract-to-hire** and **permanent** placements for all **IT positions** for multiple client companies.
* Send follow-up marketing materials and make follow-up monthly calls to establish relationships.
* Call and personally visit potential, new and existing customers to facilitate new business.
* Perform client presentations articulating the value proposition of product, solution, and service offerings.
* Coordinate efforts to improve the customer experience at the point of sale.
* Manage product sales growth and individual sales effectiveness by reviewing sales activity schedule.
* Managing Existing **Clients/Vendors**- Source more requirement form Clients/Vendors, source adequate and suitable profiles, schedule interviews, follow-up with the companies for results, build relations with the selected candidates and make sure that he/she joins the client company, this activity is most challenging task since satisfying each and every client on a regular basis with limited resources is the crux of any staffing consulting process.

**Clients Detail:**

**US Implementation Client's name:** **Servion, Tech M, Harman, Altran, Zensar, E-Info chips, UST Global HCL and Cognizant.
End clients:** **Walmart, Morgan Stanley, Entrust data card, Verizon, Macy and Nike, Cisco , Anthem and Intel, Google, Face Book, apple, Microsoft.**
**Canadian implementation client name:** **Tech M - Scotia Bank**

**US IT Recruitment Team Leader.**
**Epics Group (September 2014 to March 2019) New Delhi, India**

**Duties & Responsibilities**

* I did hands on, worked with a Ten Members of a Team and Responsible for sourcing, screening, monitoring and filling positions.
* Responsible for handling and managing recruitment **W2, C2H** and **full** **time**.
* Worked with candidates holding **visa status Green Card and US Citizen.**
* Working on **MSP** **(Kelly OCG)** and **CEIPAL (ATS), Monster, Career Builder, Dice, Indeed.com, LinkedIn, and Google**.
* I have good sound of work experience with **Boolean Search, X-Ray search** and **Google search.**
* Working closely with Account Manager to anticipate requirements & identify potential resource pool, which includes sourcing, screening, evaluating and select candidates through a structured recruitment process designed to obtain the best candidates.
* Maintaining good relationships with **clients/hiring** managers to receive ongoing requirements

**Relevant Skills:**

* Candidate Sourcing & Screening
* Advance Boolean Searches
* Offer Negotiation
* Social Media Recruiting Tool
* Client Relationship Management
* Bulk Hiring
* X-Ray Search
* Headhunting

**Direct Clients:** **Union Bank, US Airlines, Con Edison and USBC.**

**Implementation Clients: Tech Mahindra, HCL America, TCS, L&T and Cognizant.**

**US IT Recruiter**
**Epics Group (July 2013 to September 2014) New Delhi, India**

**Duties & Responsibilities:**

* End - to - end recruitment process for **IT**, this includes sourcing, screening, scheduling, and following up until the candidate joins.
* Work experience with **Corp – Corp, W2 and 1099 US Tax Terms** and as well **Canada (Employer Specific work permit and open work permit).**
* Extensively using Internet recruiting tools of various Job Boards and Sites **like LinkedIn, Career Builder, Hire Monster and Dice** data base and mapping to source and track right professionals.
* Worked with candidates holding **visa status like EAD, H1B, GC and US Citizen.**
* Worked on **C2C, W2, 1099, C2H and full time requirements**
* Following up with the candidate until the candidate joins the Organization highlights.

**Canadian direct client's name:** **Toon Boom, metric Canada, Ainely Group, MMM Group, Ecom, Selleco, Open Geeks Lab and OpenX cell.**
**US implementation clients name:** **Robert half tech, Cognizant, SAP, Comcast, T-Mobile, PayPal and progressive Insurance.**

**Web Developer**:
**SapMetrices Consulting (July 2012 to July 2013) New Delhi, India**

**Duties & Responsibilities**

* Expertise in Trouble shooting the problems.
* Creating and managing database and its objects.
* Coding and manipulating Forms and Report in database Environment.
* Customer Interfacing

**Electronic Data Processing Knowledge:**

Excellent in Microsoft Office Program:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.