**Akbar Khan**

Location: Hyderabad  
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**Summary:**

* I'm a forward-thinking, creative and analytics-driven employment with 8+ years of experience in the US Recruitment marketing industry and a passion for US IT Staffing!
* Excellent experience in End to End Recruitment process, ability to manage and coordinate with the recruiters.
* Proven success in full life-cycle of IT Technical Recruiting, coordinating and closing high quality candidates in a timely and cost- effective manner.
* Experienced in Networking, employee referrals & references, internet resume Databanks, candidate pipelines & personal resume collection, screening
* Experience working in Recruiting Consultants on C2C, 1099 & W2 for Contract, Contract to Hire and Full time positions for Direct Client and Tier1 Client requirements.
* Expertise working with US Citizens, Green Card holders, H1, L2, TN & H1 transfers
* Understand the client's need and shortlist the suitable candidates based on technological skills
* Broad range of industry exposure with focus in software, software interfaces, Telecommunication, wireless, healthcare, Medical
* Ability to work with diverse companies: Fortune 500, agencies, and start-ups.
* Proven track record of exceeding goals particularly requiring quick turnaround time and very specialized searches.
* Met aggressive deadlines and handled multiple high priority requirements on day-to-day basis
* Utilized various sourcing portals such as Dice, Monster, CareerBuilder, The Ladders, LinkedIn,
* Proficient in Microsoft Word and Excel.
* Strong passion for finding the best talent through creative and personable networking and sound negotiations.
* Consistently met and exceeded all recruiting goals.

**Specialties:** Strong Leader, Technical, IT, Staffing, Talent Acquisition, Recruiting, Process, Resource and Program Manager with excellent Client Service experience.

Strong Negotiation Presentation & Communication Skills.

**Education:**

Bachelors in Computer Science.

**WORK EXPERIENCE:**

**Account Manager**

**Company Name: Amvotech Solutions, Inc July 2018 – till date**

**Location: Hyderabad, India.**

As a Accounts Manager I am responsible for developing and maintaining strong client relationships by providing outstanding technical resources. Also, responsible for developing candidate profiles to support both our permanent and contract requirements.

**IT Positions:**

SAP consultants, Cloud Architect, Sr. Systems Integration Engineer, VM Ware Engineer and System Center Operations Manager (SCOM), Software Engineers, Java/J2EE Developers, .Net Engineers(ASP.Net, C#.Net, VB.Net), Oracle DBAs, Data Warehouse, Senior Incident Manager ,Program/Project Manager, Network operators, Business Analysts, QA Analysts, Oracle IAM Consultant and Tivoli Storage Manager Administration V6 and V5.

**NON-IT Positions:**

Manufacturing Engineer, Validation Engineer, Mechanical Engineer, Packaging Engineer, Reliability Engineer, Electrical Engineer etc.

Working on Telecom, Financial, Pharma and Government domain end-clients, Medtronic, AT&T, SunTrust, St Jude Medical, Walt Disney, UHG and some other Fortune 500 Companies

Sourcing from Job Portals (Dice, Monster, Techfetch), Posting jobs on the various Job Portal.

**Responsibilities:**

* Strong experience with candidates Work Authorization status such as, US Citizens, Green Card, H1-B, EAD-GC, OPT, F1.
* Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking and other strategies
* Experience in handling IT Requirements and also NON-IT Requirements.
* Filtered through and reviewed completed candidate profile/resume and evaluated applicants work history, education and training, job skills, desired salary/hourly rate, and personal qualifications against open requirement
* Direct sourcing/cold calling, internet postings, candidate assessment, scheduling interviews, verify references and extend job offers effectively.
* Extensive experience with MS Office.

**Account Manager / Lead Recruiter**

**Company Name: Anveta, Inc. Aug 2017 – June 2018**

**Location: Hyderabad, India**

* My prime responsibilities include sourcing, interviewing and hiring of IT professionals for multiple projects and assignments in the IT services industry.
* Vendor Neutral / MSP / VMS / Contingent Workforce Management experience.
* Opened, reviewed and approved job requisition before posting
* Responsible for posting job requisitions on multiple job boards using various posting tools like Monster, Career builder, hot jobs, Dice, Techfetch and etc.
* Partnered with all levels of managers to understand reqs., scheduled interviews and/or tests in multiple locations across the US
* Researched and advised managers on compensation
* Reviewed, recommend, and revised job descriptions
* Being a Process Trainer I have trained recruiters on how to properly work on requirements.
* Coordinated phone/video interviews and administered multiple tests
* Gathered feedback from candidate and hiring managers
* Rate/Salary Negotiations
* Verbally extended offers
* Partnered with managers through life cycle of req.; from req. creation, to salary advisement to candidate advisement
* Extensively worked with clients like T-Mobile, Ford, PwC, AIG, Node.digital, Subaru, Comcast, South Jersey Industries, State of ID, State of WI, State of LA, County of Santa Clara, JPMC, SiriusXM Satellite Radio, Sapiens International Corporation, Express Scripts, Goldman Sachs, UBS, Merrill lynch, Deutsche Bank and other top financial, Telecom & Health care clients.
* Possess strong technical/business acumen and understanding of technical requirements, deep sourcing skills and experience sourcing passive candidates, excellent candidate assessment skills.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations and closing. Complete knowledge of Full Life-Cycle recruiting including screening and interviewing. Strong leadership, negotiation, problem solving, and team building skills as well as confident recruiting techniques.
* Recruited US Citizens, Green Card holders, H1B and TN visa holders, EADs for numerous positions.
* Experience in recruiting consultants on corp-to-corp, 1099, W2 basis for Contract, Contract-to-Hire, Full time positions.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.

**Corporate Talent Acquisition Specialist**

**Company Name: MatchPoint Solutions Dec 2016 – July 2017**

**Location: Hyderabad, India**

**Working with "DIRECT CLIENTS" and involved in:**

Daily interaction with Account Managers and Hiring Managers for recruitment needs.

Attend daily/weekly recruitment meeting calls to discuss urgent needs and targeting recruitment strategies

Conduct in-depth technical interviews with potential candidates over the phone and video identifying tangible and intangible qualities of candidates

Maintain relationships with candidates through the hiring process, salary negotiation, relocation, complete placement process and while on assignment

Negotiate rates and contract specifications with consultants

Day to day recruitment activities source candidates via the following methods: Cold calling, networking, utilizing the internal resume database, referrals, meet-ups and job boards, LinkedIn, Monster, CareerBuilder, Dice and Bullhorn, referrals and internal database to successful source, recruit and place IT professionals in multiple skill set areas to include:

* Project Management (PMP, Agile, Scrum, CSM)
* Business Analysis (GAP Analysis, Requirements, Use Case, BABOK, Six Sigma)
* Application Development (SOA, Java, J2EE, Spring, .NET, C#, XML, SharePoint, PHP, Drupal)
* Business Intelligence (Analytics, Big Data, Data Warehousing, ETL, Reporting, EDM, MDM)
* Database Technologies (SQL Server, Oracle, DB2) (Developer, DBA, Architect, Data Modeling)
* SaaS / Cloud (Azure, SalesForce, Workday, AWS)
* Quality Assurance & Testing (JIRA, Load & Win Runner, QTP)
* Legacy & Mainframe (COBOL)
* Mobile Solutions

**Panzer Technologies – Abids Hyderabad Account Manager**

**Panzer Technologies Mar 2013 – Nov 2016**

As a Sr. Staffing Manager I am responsible for developing and maintaining strong client relationships by providing outstanding technical resources. Also, responsible for developing candidate profiles to support both our permanent and contract requirements.

**Responsibilities:**

* Very good Working experience on candidates with Visa status as H1, US Citizens, Permanent Residents.
* Effectively work through the recruiters and provide technical training in Internet research, internal database, cold calling, referrals, networking and other strategies
* Strong experience with managing more than 6 recruiters and coordinate with them on a daily basis to get the submissions in a timely manner.
* Strong working experience with Big 4 Accounting Firms: Ernst & Young. Deloitte & Touche. KPMG.
* Price Waterhouse Coopers.
* Solid understanding and working experience with many other clients such as State clients were State of Idaho, State of Wisconsin. Telecom clients like Verizon, AT&T, Netcracker and many more.
* Filtered and reviewed completed candidate profile/resume and evaluated applicants work history, education and training, job skills, desired salary/hourly rate, and personal qualifications against open requirement, once the resume is perfect fit for the requirement call each and every candidate before submitting and make sure that he/she is really enthusiastic for this role and then submit the resume to the client.
* Direct sourcing/cold calling, internet postings, candidate assessment, scheduling interviews, verify references and extend job offers effectively, once the candidate is confirmed for the complete require paper work including background check and drug test and coordinate with the client for the confirmed start date of the project and complete reporting details.
* Extensive experience with MS Office, MS Excel Sheet with maintaining complete performance of the recruiter on a daily basis and review their performance in every weekly meet and find out which recruiter is lacking in making quality submissions.
* Strong hands on working experience with MS Word with formatting each and every resume before submitting to the client partner.

**Panzer Technologies – Abids Hyderabad**

**Sr. Technical Recruiter Apr 2012 – Feb 2013**

**Responsibilities:**

* Gathering requirements from the manager and searching the candidates for Internet search engines like Dice, Monster, and Career Builder and in our internal database.
* Sourcing Hard-To-Find candidates via telephone networking.
* Sorting through hundreds of resumes to find just the right person.
* Technical explanations of available jobs
* Interviewing and skill assessment over the phone.
* Preparing quality summaries of a person’s skill set and personality strengths.
* Preparing and formatting resumes; conducting reference checks.
* Negotiating pay rates.
* Up-keep of candidate relationships
* And also Pivotal in recruiting the following professionals across the US:
* Business Analysts, Network Integrators, Software Developers, Software Implementation Specialists, Programmer/Analysts, Cisco Router Specialists, Technical Writers, QA Testers, Web Designers & Developers, Project Managers, OLAP/DSS Specialists, Data Modelers, ERP Professionals, J2EE Architect, ATG Dynamo Siebel Administrator /Developers etc.
* Also recruited professionals with focus on .Net, SAP, Application requirements
* Sourcing Hard-To-Find candidates via telephone networking.
* Sorting through hundreds of resumes to find just the right person.