Abdul Azeez

Technical Recruiter

4+ year of experience

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**CAREER OBJECTIVE**

To pursue a challenging career in the field of Human Resource, by being associated with a progressive and to keep place with latest trends by applying my knowledge and the skills towards the growth of the organization and self

**TECHNICAL EXPERTISE**

* Having 4 plus years of work experience in US Based Recruitment domain.
* Involved in Full Cycle Technical Recruitment involving Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire in the Information Technology industry throughout the United States.
* Extensive worked on different sites such as Dice.com, Monster.com, C2C and Careerbuilder.com. etc
* Sound knowledge of different tax structures of US (W2,1099,Corp-Corp)
* Familiar with US time zones
* Ability to work effectively in high-pressure environments.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
* Recruited resources in various technologies.
* Excellent working Knowledge of Windows 2000/XP/2007.
* Strong interpersonal and communication skills, strong attitude towards team work and common goals achievement.
* Maintained consultant details in database repositories
* Good Understanding on various IT technologies/platforms
* Very good understanding of different categories of Visas\

**Education**

* **B. Tech. (I.T) Vif College of** Engineering and Technology (JNTU **University**)
* Intermediate (M P C) from Sultan-Ul-Loom Jr. College
* **SSC** from Al-Siddique High School

**Technical Expertise**

* **Programming languages** : Visual Basic.net, C,C++, java, Sql, plsql ,
* **Application** : Microsoft Office 2003/2007
* **E-Mail Software** : MS-Outlook, Yahoo & MSN Messenger
* **Databases** : Oracle 10g & 11g
* **Operating Systems** : Windows XP, W7, linux
* **Web Technologies**  : Swings and HTML
* **ERP Tools** : 9i, 10g, 11g, R12 (12.1.1).

**Accomplishment:**

* Intermediate 3rd topper in Sultan-ul-loom Jr.college
* Participated in various talent tests conducted by Urdu Academy of Andhra Pradesh and scored good marks.

**Training Attended:**

* **Oracle Core DBA** : from UclidIT School, Hyderabad
* **Oracle Database 10g** : Administration workshop ll – oracle authorized institute(NIIT)
* **Oracle Database Management** : at Gov. of India (ministry of labor and employment directorate general of employment and training) ADVANCE TRAINING INSTITUTE for ELECTRONIC AND PROCESS INSTRUMENTATION.
* **Network Management System** : at Gov. of India (ministry of labor and employment directorate general of employment and training) ADVANCE TRAINING INSTITUTE for ELECTRONIC AND PROCESS INSTRUMENTATION.
* 3 months of .NET Training **Naresh Technologies**
* 4 months of Java & advance Java at **NIIT**
* 2 months of IT Train on all IT products at **Intellihub IT Training Institute**

**Training Attended**

**Technical Recruiter Nov 2014 –Present**

**NasFar Systems | KBR Systems**

**Roles and Responsibilities:**

* Experienced with full cycle of staffing services, such as finding candidates through different sourcing techniques, Screening of resumes, interviews, salary negotiation, and working closely with Account managers.
* Responsible for managing the recruiting process from resume submission to final candidate negotiation.
* Daily worked on third-party/ Prefer Vendor requirements.
* Requirement postings were done on various job portals, Business Groups, Social networking websites and by emailing all the H1B Vendors of US .
* Performed first level of technical evaluation of the consultant
* Negotiated pay rate evaluated current legal status etc.
* Spoken to the consultants on the pay rates, Relocations ,Visa status, Availability and the technical skills.
* Recruiting professionals in technologies like: QA tester, JAVA Developer, SAP HR Functional, SAP SD, FICO Business Analyst etc. on a CTC, CTH basis.
* Very good understanding of different categories of Visas.
* Source the candidates from Database on 1st priority and then search for alternatives thru the job portals as the turnaround time used to be very quick.
* Quick turnaround of quality resumes within the time limit after receiving the requirements.
* Involved in Formatting each resumes before submittal to the client's needs.
* Perform extensive background checks on potential hires and arrange technical evaluations to assure skill levels.
* Negotiate hourly rates with third party companies, green card holders, US citizens.
* Ensuring that the candidates joining on time by keeping contact touch with them.
* Generate daily reports and update the same.
* Build up my own vendor Database for the H1B, Green Card, EAD and USA citizens submissions and storing in centralized DB application
* Maintaining good relation with IT consultants and Employers for future requirements Reporting to the Account Manager on daily basis

**EDUCATION:**

Degree: Bachelors of Engineering in Information Technology