**Altaaf Hussain Shaik**

Ph: 9032566162 altaaf1996@gmail.com

**Professional Summary:**

* Enthusiastic Human Resources professional with 3 years of experience in managing technical and non-technical recruitment projects in challenging environment.
* Proven exposure in entire hiring process from sourcing, searching, screening, target hunting and recruiting candidates for various IT and Non-IT job skills.
* An incisive staffing professional with experience in developing and implementing innovative hiring strategies across multiple business segments.
* Responsible for conducting end-to-end recruitment process from sourcing to applicant closure
* Expertise in sourcing candidates using advanced internet sourcing strategies on job boards, company websites, organizations, newsgroups, search engines, home pages, virtual communities, user groups, e-mailing lists, LinkedIn
* Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating & closing candidates, and sourcing passive candidates
* Initiative-taking professional who builds and maintains candidate relationships to ensure a consistent talent pipeline
* Good understanding of Workday, HR Onboarding applications, Avature (or other Applicant Tracking Systems)

**Academics:**

* Bachelor’s degree in Electrical Electronics Engineering from Lakireddy Balireddy College of Engineering, Mylavaram 2017 with 74%
* Intermediate from Narayana Junior College, Gollapudi, Vijayawada 2013 90.5%
* S.S.C. St. Ann’s English Medium High School, Nuzvid 2011 87.5%

**Technical Skills:**

* MS Office (Word, Excel, PowerPoint, Outlook)
* Windows family, MAC Operating Systems
* Advanced Computer Skills
* Application Tracking System (ATS) like JobDiva, Workday, Avature

**Certifications:**

* ***LinkedIn Recruiter*** *certified by LinkedIn* to search for, organize and contact candidates for relevant opportunities.
* ***Technical Recruitment professional*** *certified by DevSkiller* to understand industry insights and to supercharge tech hiring.
* ***Workday HCM Training*** Course by*CloudFoundation* (online training provider) which gives knowledge of all Workday topics through effective exercises.
* **Diploma in Human Resources (HR)** certified by*Alison – Free Online Learning***,** explains key stages of recruitment process, in-depth review of the selection process and compares different recruitment strategies.
* **Social Recruiting for Recruiters** certified by LinkedIn to focuses on benefits of social media recruiting and different ways of connecting with talented people online.

**Recruiting Tools:**

* Naukri Employer Portal
* Monster Talent CRM
* Indeed Employer Portal
* LinkedIn Recruiter
* Stack Overflow/GitHub

**Recruiting Skills:**

* Talent Assessment & Acquisition
* Stakeholder Management
* Social Media Recruiting
* Candidate Management System (CMS)
* Offer Negotiations
* Boolean/X-ray Search

**Professional Experience:**

**OpenText Technologies India Pvt Ltd – Hyderabad Dec 2019 – Jun 2020**

**Talent Acquisition Advisor**

**Responsibilities:**

* Collecting the requirement of candidates for different job profiles from team leader of concerned teams
* Posting the requirement of candidates for different job profiles in Avature (ATS) and various job portals like Naukri, Indeed, LinkedIn etc.
* Understanding the world of software engineering and development and building relationships with the best talent available in the software and cloud industry
* Maintaining liaison with Hiring managers to understand the business well so, as to aid with apt profile to meet the demand.
* Interact with multiple Stakeholders and built trust with stakeholders throughout the recruitment process.
* Partner with managers and external Staffing Firms to guarantee timely follow-up on recruitment.
* Initial screening of the candidates who have applied for the job posted and scheduling the interviews which must be conducted by the team leader for the shortlisted candidates.
* Building and managing candidate pipelines and proactive talent pools for most critical roles
* Expertly managing the full-life cycle of recruiting for positions (source, pre-qualify, interview, assess, extend/negotiate offers).
* Providing an exceptional candidate experience along the way.
* Discussing about the CTC and DOJ with the directors for the selected candidates.
* Follow up with the selected candidates for whom offer letter and DOJ are sent to ensure they join on the provided date.
* Conducting Walk-in drives for mass hiring of generic skills like QA Engineer and Java Developer.
* Actively contributing to continuous recruitment excellence initiatives and projects
* Collating interview feedback from hiring managers on a regular basis and Collecting documents from candidates after offer letter is released
* Follow-up with candidates on joining and maintaining new hire database
* Researching and understand talent markets, competitor profiles and industry trends.
* Effectively utilizing global ATS (Avature) and other talent acquisition tools and platforms like LinkedIn.

**Positions Recruited:** Recruited mostly with .Net, Java (full stack, Backend, Frontend and Mean stack) Developers, QA Engineers, SAP MM, FICO, HANA, ABAP Consultants, Documentum Developers, Oracle DBA, UX Designer, ServiceNow and Site Reliability Engineers**.**

**ObjectWin Technology Inc, Bangalore, India Jun 2017 – Nov 2019**

**Technical Recruiter Associate**

**Responsibilities:**

* Handling End to end recruitment lifecycle including sourcing, interviewing, negotiating, and closing the candidates for various IT and non-IT domains.
* Direct interaction and collaboration with internal as well as external stakeholders, hiring managers and leadership to ensure the recruiting strategy is aligned with the overall business strategy.
* Understanding the needs of the Clients and matching candidates against those requirements.
* Determine applicant qualifications by calling applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.
* Excellent experience using Internet job Portals like Naukri, Monster, x-ray search, LinkedIn etc. and recruitment tools like Job diva (ATS), Resume databases to identify qualified candidates for our open job positions.
* Coordinate and maintain calendar invite for MS Teams and in-person interviews.
* Manage the recruiting process for candidates from initial interview to offer.
* On board new hires and monthly recruitment reports on the pipelines and satisfaction level of candidates
* Maintaining liaison with Hiring managers to understand the business well so, as to aid with apt profile to meet the demand.
* Ability to front-face senior clients and develop a strong business relationship.
* Maintain a complete record (Excel Sheets) of interviews and sourcing trends and stay up to date with current recruiting methods.

**Positions Recruited:** Positions within the IT field which includes: SAP (all functional modules) PM, MM, MDM, FICO, GRC, PP Consultants, Senior Consultants, Project Managers, SAP Technical Architects, Java and .Net Developers, Network Engineers etc. and positions within Non-Technical field includes: Business Analyst, Technical Writer, QA Analyst, Customer Support etc.

**Personal Details:**

Name : Altaaf Hussain Shaik

Current location : Hyderabad

Native location : Vijayawada

Phone : 9032566162

Email : altaaf1996@gmail.com

LinkedIn : <https://www.linkedin.com/in/altaaf-hussain-shaik/>