**MUDAM SHAIK MOHAMMED ALTHAF**

**Mobile no.:**8328-319-394 **Email id:**althafshaik328@gmail.com

**CAREER OBJECTIVE:**

To work with an organization that gives scope to update my knowledge and skills with latest technologies and to be a part of a team that dynamically works towards the progressive growth of the organisation.

**TECHNICALSKILLS:**

* MS OFFICE,MS WORD,EXCEL
* Programming language: Basics of C, Java

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| **PROFESSIONAL EXPERIENCE:** |

**Tek Ninjas Inc**

**US IT Recruiter March 2020 to Current**

**Hyderabad**

**Roles and Responsibilities:**

• Handling recruitment process-Requirement gathering, sourcing, identifying, and screening, calling, interviewing, negotiating and short-listing candidates for assigned requisitions.

• Understanding the Requirements of client.

• Searching candidates in various portals (Monster, Dice, Tech fetch).

• Screening the profiles and checking for match.

• Short listing the candidates.

• Scheduling interview and doing follow-up.

• Able to recruit candidates with H1B, GC-EAD, Green Card, US Citizens and experience in negotiating and finalizing the salary/rate.

**Skill: MS office-Word, Excel, Power point, MS Outlook, Internet and E-mail operations, Monster, Career Builder, Hot Jobs, Dice, Free Boards.**

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| **PROJECT:**  |

* Title : Simulation of Smart Grid Connected Photovoltaic System
* Description : In this project , a performance and efficiency simulation study of a smart grid connected with photovoltaic system using chroma DC programmable power supply, AC programmable source and an Aurora inverter is proposed.

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| **WORKSHOPS ATTENDED:** |

* Attended a Five Day Workshop on Applications of **“Internet of things(IOT)”**
* Attended a Two Day Workshop on **“Interfacing of 8051 Microcontrollers”**

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| **AWARDS AND ACHIEVEMENTS:** |

* Got a prize in the **“Aptitude and Reasoning test”** on behalf of Independence day
* Celebrations in our College.

**STRENGTHS:**

 Sincere

* Fast learner, adapt well to changes and pressure in workplace
* Positive attitude
* Independent and Team player
* Able to handle allotted works with utmost patience
* Hard working, Sincere and Stretch to extra time anytime if required
* Possess oral & written communication skills.
* Able to speak well Telugu, Hindi and English
* Comprehensive knowledge of using Social Networks like Monster, Twitter, Career Builder, LinkedIn,Facebook.
* Ability to handle guests in a warm and courteous manner.
* In- depth knowledge of using computer applications, telephone systems, and general office equipment.
* Possess advanced time management, Organizational and problem solving skills.

**EXTRA-CURRICULAR ACTIVITIES:**

* Member of National Service Scheme(NSS) in our College.
* Participated and Volunteered in some of the Cultural Activities.
* OrganisedAnnamacharya Talent Meet(ATM-17).

**PERSONAL PROFILE:**

Father’s Name : MS.Jilani Basha

Mother’s Name : S.Gousia Mastana

Date of Birth : 26-06-1997

Languages known : Telugu,hindi,English

Hobbies : Reading books and playing Cricket

**PLACE :**Kadapa

**DATE :**

 **(Shaik Althaf)**