**Shaik Abdul Sharif**

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**Career Objective:**

To seek a challenging career in an esteemed and growth oriented Organization which will enable me to utilize my potential and ability, and be recognized as a achiever and provides me a field to associate myself with a progressive organization that gives me scope to update my knowledge and skills in accordance with latest trends.

**Job Summary:**

* A competent professional with 4 **Years** of rich experience in Resourcing, Recruitment & Selection (**IT**) Domestic and 2 months’ experience in UK & EU process
* Gained experience in conceptualizing and devising strategies for appropriate recruitments as per the descriptions provided by clients.
* Having Good experience in **Permanent Staffing and Contract Staffing (C2H/C2C).**
* Having good experience in **Contract staffing.**
* Having good exposure in sourcing,like **Linked in and Boolean search** and have basic knowledge in X- ray search
* Having good experience on portals for sourcing resume,like **Naukri,Monster,And Linked In**
* Exposure to Complete **Recruitment life cycle**. Expertise in Job assessment, Sourcing, Screening of resumes, Initial screening Interview and follow-up.
* Experience in the gamut of tasks including filling the client’s requirements (recruiting from database / Internet) interviewing, screening and reference-checking candidates for various positions.
* Good in sourcing and pre-screening the candidates against a specific requirement.
* Excellent knowledge & understanding of Software Development Life cycle, which helps us to understand a particular requirement.
* High perfection on hiring the candidates for **Full-time/Contract to Hire/Contract opportunities**.

**Education:**

Completed MCA from JNTU- Hyderabad, 2013

**Work History:**



Company : **Ojas innovative Technologies pvt ltd**

Duration : April 2019 – till date

Role : Sr Sourcing Specialist

Clients worked with : Cognizant, CapGemini, Deloitte, Lionbridgetechnologies, USTGlobal, HTC, SumTotal and Persistent

**Roles & Responsibilities:**

1. Good in Technical Skills to understand the requirement easily.
2. Providing Individual Contribution and supporting the team of Recruiter.
3. Maintaining good relationship with clients in understanding the requirement better.
4. Managing of the entire recruitment cycle from understanding the requirements, sourcing using different channels like Validating resumes and eliminating the risk of hiring the wrong candidate, preliminary interviews, setting up telephonic interviews, salary negotiations, finalization of candidates and on-boarding
5. Experience in submitting & closing the position in TAT (Turn around Time)
6. Having experience in handling a team of recruiters, mentoring and supporting them in all phases of E2E recruitment process.
7. Experience filling permanent, contract and direct contract positions in all phases of E2E recruitment life cycle and has expertise in recruiting for domestic market.
8. Hiring best talent through database, personal and professional references, employee referrals, job boards



Company : **Suprasoft Technologies Pvt Ltd**

Duration : February 2018 – March 2019

Role : Sr IT Recruiter

Clients worked with : SAP LABS, Incture, Itelligence, Menlo and Maintec.

**Roles & Responsibilities:**

1. Hands on working experience in Internet recruitment sites like **Naukri** and **Monster.**
2. Maintain tracker sheets; client wise, requirement wise, for candidates sourced through portals & network building.
3. Daily/weekly/monthly reports such as interview status reports, closure reports, and feedback reports sending daily activities to Team Leader.
4. Potentially contributed in generating Revenue to the Organization by achieving Targets.
5. Keeping track of candidates for future references
6. Able to multi - task effectively.
7. Good analytical Skills with ability to learn and understand various skills

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Company : **Anantha Cybertech** **Pvt.Ltd**

Duration : Sept 12th 2016 to 31st Jan 2018

Role : IT Recruiter

Clients worked with **:** Wipro, Tech-Mahindra, Mphasis, Cyient, Zeta Interactive, Menlo Technologies

**Roles & Responsibilities:**

1. Sourcing through various job boards, Social Networking Sites, through references as per the requirement specifications
2. Screening and Sourcing the candidate’s profiles as per the client requirements
3. Short listing the candidates through various modes like telephonic screening, technical screening, finally checking the interest level of the candidate towards the firm, and as per the requirement specifications.
4. Understanding Salary fitments and taking care of salary negotiations.
5. Preparing Daily, Weekly and Monthly track sheets and submitting to the BDM and maintaining reports.
6. Conduct interviews to recruit prospective employees and use referrals for utilizing their capabilities for the current job openings if not use them for future requirement.
7. To ensure seamless supply of quality profiles for all vacancies.
8. High perfection on hiring the candidates for Contract to Hire/Contract/ Full-time opportunities.
9. As a Recruiter, I am handling the entire Recruitment Life Cycle- for all IT. right from working on job portals, posting job requisitions, screening profiles, evaluating, short listing candidates. Screening, short listing, selecting, headhunting, handling entire gamut of recruitment,
10. Identify and shortlist candidates through various web sites available on the Net Key Job portals like Naukri,
11. Employee Referrals.
12. Sourced candidates using internal databases, referrals and Networking.
13. Follow-up with selected candidates to confirm their DOJ and keep the respective departments/ Clients informed of the sam

**IT Technologies:**

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| Java Technologies | JAVA, J2EE, Java Enterprise Edition, Java Standard Edition, Struts, Hibernate, Spring, Swings, EJB, JSP, JSF. |
| Microsoft Technologies | .Net, ASP.Net, VB.Net, C#.Net, Share Point / Moss, SDET, MSBI, SFDC. |
| Languages | C,C++,java,.net |
| Oracle technologies | Oracle 11i, R12, 9i, PL/SQL, SQL. Oracle applications Technical, EBS. Techno Functional (Finance, Supply Chain Management, HRMS).Apex etc. |
| Testing | Manual, Functional, Automation, ETL, Performance, Black box, Database, protocol,3G testing, , Security Testing, QA. Tools: Win runner, Load runner, Test Director, Rational robot, QTP, Selenium, QC. |

* **MS Technologies:** .net, vb.net, c#, asp.net, wcf, wpf, mvc, ssrs, ssis, share point, Ajax, linq.
* **Sun Applications:** java, core java, hibernate, jsp, j2ee, struts, spring, web services (soap and rest).
* **Mobile applications**: Android, IOS.
* Data Base admin, windows admin, Network Admin, Linux Admin.

**Additional Activities:**

Cadet level certificate in NCC (National cadet Corps), NCC-B,11-Andhra Battalion in school level

**Declaration:**

I hereby declare that above written particulars are best of my knowledge and credence. I solicit you to be kind enough to give me an opportunity to serve your esteemed organization. I will endeavor to do my level best to be up to your expectations.

Date:  (Abdul Sharif)

Place: Hyderabad