**SYED SIRAJ UDDIN**

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Hyderabad, India.

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# SUMMARY

* Recruiting US Citizens, Green Card holders,H1B and TN visa holders, EAD for numerous positions.
* Working on C2C requirements, W2 requirements, Full Time Requirements
* Experience in Placing candidates for Corp to Corp, W2 Etc.
* Using Job boards like Monster, Dice, Linkedin , Carrier Builder, JobDiva, CEIPAL
* Ultimately responsible for ensuring the team is consistently delivering the required amount of output as desired by the client.
* To ensure my team is always working on the highest priority work and is aware of the priority.
* It is my responsibility that my team is adhering to the principles and practices we have committed to so that we are doing work efficiently and of the highest quality.
* Ensure the team is collaborating closely with our customers and understands their requirements.
* Ultimately responsible that the progress of work the team is undertaking is clearly visible both to the team and to our customers.

# ACADEMICS

* B.E @ Osmania University, 2019, Hyderabad, India
* Diploma in ECE@ Mahavir Institute of science & Tech, 2016, Hyderabad, India

# WORK EXPERIENCE

**US IT Recruiter @ Creative Staffing, Hyderabad, India Aug 2018- Present**

# Roles & Responsibilities

* Extensively worked on H1-B, Green Card Holders, EAD’s, TN Permit, US & Canadian Citizens..
* Good Knowledge on Tax terms and Immigration.
* Worked extensively on contract, contract to hire and full time positions.
* Established excellent rapport with clients which helped in acquiring new business opportunities
* with the existing clients and helped in making new clients for the organization.
* Search for high quality consultant in which Search may involve looking through internal repository
* of resumes etc.
* Ensure resume appropriately reflects experience and requirement.
* Evaluate candidates against the requirements to ensure good match.
* Proven record on placements and interviews.
* Possess excellent knowledge of recruiting and hiring process including sourcing, interviewing
* Educating and convincing candidates to sign the relevant contract statements required to close the job offer.
* As an IT Recruiter, also proficient in serving high profile clients as well as professionals across USA & India

# DECLARATION

I confirm that all the data mentioned above are absolutely correct to the best of my knowledge. Syed Siraj Uddin.