

Sarwar Uddin Sajjad

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Professional strengths:

- In-depth knowledge of the policies and procedures of recruitment life cycle.
- Communicates effectively both verbally and in writing
- Expertise in recruiting highly technical professionals
- Ability to understand and communicate technical information's
- Ability to multiple tasking in high paced environment
- In-depth knowledge of Applicant Tracking Systems (ATS) BullHorn.
- Always willing to assist and train junior recruiters and sources, never shy to seek guidance from peers and seniors at any required moment.
- Always willing to improve and learn kind of attitude.
- Ability to work indepently and a good team player at a same time.
- Possess excellent negotiation and problem-solving skills
- In-depth knowledge of different Visa status and their eligibility to work on various Tax Terms. Visa's (H1 B; EAD; EAD-GC; TN Visa; Green Card) Tax Term's (1099; W2; C2C; Per-Diem)
- Experienced with Microsoft Office suites like Outlook365, Word, Excel, PowerPoint.
- Demonstrated track record of identifying and sourcing top notch IT professionals
- Posses excellent interviewing and candidate evaluation skills

Latitude 36 Technologies Services, Ltd, Hyderabad, Ind

Sept 2019 – Current

Sr. Technical Recruiter

- Responsible for sourcing, screening and submitting profiles against all the assigned requirements with a sense of ownership and responsibility.
- Used jobs boards like Monster, CareerBuilder and Dice
- Writing detailed reasons as to why the candidate is a good fit and how and where previously he worked on a particular skill to favour the job.
- Drafting skill grid and candidate notes for each submission
- Worked on BullHorn, maintain candidate profiles and submitting resumes through BH.
- Created tearsheet for different job skills in selected locations for future use (Pipelining)
- Scheduling Interviews, and preparing candidates through scheduled prep calls both Audio/Video.
- Took PIF (Post Interview Feedback) and recorded in BH for better analyzing the interviewing pattern of different Hiring Managers from different clients.
- Daily Status updating through BH for every assigned requirement
- Maintaing candidate relationship for ensuring the start and continuation of candidate tenure on clients projects.
- Worked with Financial, Healthcare and Telecom clients.
- Spend 70% of time working on W2 requirements and 20% of time on C2C requirements.
- Expert level understanding with different Visa types and payment terms.
- Constant follwup and assisting the Account Managers and Legal team from extension of offer to candidate start.
- Assisted the legal team in paper work and BVG process by acting as a POC for candidate.
- Negotiated the rate card with candidates and employers alike to achieve the required profit margin as per the company norms.

Staffing Aces Technologies, Ltd, Hyderabad , Ind

July 2017 – Feb 2019

Sr. Recruitment Consultant

- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline
- Responsible for preparing and coaching candidates for interviews
- Leading a team of 3 recruiters and IT sourcers and ensuring the resultts from them.
- Handled other administrative tasks as required, which includes setting up interviews, deal closing, assisting legal team with the paperwork.
- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline

- Utilized on-line job boards, candidate referrals, internet and networking to identify potential candidates
- Maintained candidates and newly hired employee records in the internal database
- Negotiated offers with candidates to meet target gross margins of the organization
- Handled the tasks of follow-up of candidates regarding offer letters
- Performed other tasks as assigned

Staffing Aces Technologies, Ltd, Hyderabad , Ind

Feb 2014 – April 2017

Technical Recruiter

Responsibilities:

- Responsible for recruiting and maintaining good relationship with existing candidates of the organization
- Maintained constant communication with Hiring Managers for completing recruitment process and procedures
- Sourced suitable candidates for different positions
- Maintained proper records of the candidates in the database system of the organization
- Evaluated the abilities of candidates for particular positions
- Handled other administrative tasks as required

Handled RPO Account for the Client Intel Corp

Responsibilities:

- Understanding the direct client requirements and analyzing the key skills which are the priority.
- Screening and sourcing qualified candidates and forwarding their resume to the client.
- Dedicated recruiting for the direct client requirements of Intel Corp.
- Working on different technical requirements, which include jobs for Technician which can work on Intel chipsets and motherboard and different technologies.

Worked on Different Technologies and specializes in:

1. .Net , Vb.Net, C# , ASP.Net
2. Web Developer , HTML , CSS , PHP , Drupal .
3. Java , J2EE , J2SE
4. ERP requirements
5. Networking: Network Admin , Storage Admin , VoIP admin .
6. Soldering Technician , Validation engineer.
7. Software Engineers: C++ , C programmer , VC++

Educational Summary:

SSC from Diamond Jubilee High School

Intermediate with MEC from St.Mary's College

Bachelor's – B.Com Computers from AUC

Personal Details:

Name: Mohd.Sarwar Uddin Sajjad

Date of Birth:07 /05/1993

Note: I hereby declare that above given information is true and correct to my best knowledge.

Place: Hyderabad