**Wasiuddin Mohammed**

Recruitment Manager – **Information Technology / Tax / Audit**

**Mobile: +**91-70320 26737 **| Email:** mdwasi04@gmail.com

Professional summary

Over a decade of experience in Recruitment, Staffing and Account management. Expertise in end-to-end Recruitment Life Cycle and Talent Acquisitions in Information Technology, Engineering, Finance, FMCG, Retail and Health Care sectors. Proactive, up-to-date maintenance on candidate and client databases for recruitment purposes.

I enjoyed my current role as "Recruitment Manager" with People Prime Worldwide, INDIA where I am involved in client mining, business development, client management, delivery management, negotiating, target allocation, target fulfillment, talent Acquisition and end-to-end recruitment.

I enjoyed my recent role as "Senior Account Manager - IT Recruitment" with LIVE Connections, INDIA where I was involved in client management, delivery management, negotiating, target allocation, target fulfillment, talent Acquisition and end-to-end recruitment.

My recent role "Team Lead - IT Recruitment" was with US TECH Solutions, INDIA (CMMI Level III Company) in the capability of headhunting, resourcing strategy, networking, cold calling, team management, client mining, training to recruiters and analysis on market trends.

My most recent role "Recruitment Consultant" with PLUM Jobs, DUBAI was to perform executive search, talent acquisition, recruit contract and permanent employees for MNC's.

**Portfolio of Client Management, People Management, Delivery Management:**

* Sourcing, Screening, Selection, Hiring, Negotiation, on-boarding and collections
* Managed a team of +20 recruiters
* Recruit contract and permanent employees for Big4 and MNC’S
* Proficient in interacting with the Hiring Manager and building the ROAD-MAP
* Re-market and deploy candidates after completion of their contracts
* Fulfill Wipro requirements for India, Australia, South Africa, Canada, Malaysia and Singapore
* Prepare CV's and correspondence to forward to clients regarding suitable applicants
* Negotiate pay and salary rates and finalize arrangement between client and candidates
* Briefing candidates about the responsibilities, salary and benefits of the job in question

Clients and Projects

**People Prime Worldwide, Hyderabad**

**Project:** Account management, Team management & Recruitment

**Job Title:** Recruitment Manager – Information Technology, Tax and Audit - **Deloitte**

Dec ‘2019 – Jul 2020

**Live Connections, Hyderabad**

**Project:** Account management, Team management & Recruitment

**Job Title:** Senior Account Manager – IT Recruitment Nov ‘2017 – Sept '2019

**Responsibilities:**

* Manage client accounts for clients ***Deloitte, Wells Fargo, Sears, Karvy, Synchrony, DBS, Virtusa***
* Providing legal advice to the Directors on any employment regulations, HR processes or staffing issues.
* Manage team and ensure that Key Performance Indicators (KPI's) required as part of the Contract are met and recorded correctly
* Worked closely with hiring managers, external vendors, business stakeholders & project managers to understand job roles as per business requirement
* In-house reporting for recruited candidates on client side (Contractors & Permanent staff)
* Organize and schedule meeting for new and existing clients
* Develop key business relationships with all appropriate relevant customers/external parties to ensure service delivery excellence and maximise new business opportunities in own patch
* Ensure that all safeguarding cases are managed in line with safeguarding protocols and are reported to Contract Manager/Head of Operations, as appropriate

**US Tech Solutions, Hyderabad**

**Project:** Account management & Recruitment

**Job Title:** Team Lead – IT Recruitment Jun ‘2016 – Mar '2017

**Responsibilities:**

* Involved in day-to-day management of front line staff
* Lead and motivate your team to ensure the championing of and maintenance of a positive local culture
* Carry out other administrative tasks as relevant to the service and directed by the Contract/Heads of Operations
* Writing up-to-date employment contracts and offers of Employment.
* Attending job fairs and career events.
* Liaising with account managers and external recruiters.
* Ensuring that all job descriptions are accurate.
* Overseeing the recruiting and human resource functions of the business.
* Designing and producing recruitment packs.
* Obtaining references before the interviews are undertaken.
* Supporting people who face a varied number of challenges that exclude them from employment.

**Plum Jobs, Dubai**

**Project:** Recruitment

**Job Title:** Recruitment Consultant Nov ‘2014 – May '2016

**Responsibilities:**

* Offering advice to both clients and candidates on pay rates, training and career progression
* Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated
* Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.
* Requesting references and checking the suitability of applicants before submitting their details to the client
* Briefing the candidate about the responsibilities, salary and benefits of the job in question
* Preparing CVs and correspondence to forward to clients regarding suitable applicants
* Negotiating pay and salary rates and finalising arrangements between client and candidates

**Antal International, Dubai**

**Project:** Recruitment

**Job Title:** Recruitment Consultant Mar ‘2014 – Sept '2014

**Responsibilities:**

* Vital link between clients and candidates
* Identifying and interviewing prospective candidates
* Briefing candidates on potential job opportunities and guiding them through the process
* Headhunting - identifying and approaching suitable candidates who may already be in work
* Using candidate databases to match the right person to the client's vacancy
* Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
* Organizing interviews for candidates as requested by the client
* Informing candidates about the results of their interviews

**US Tech Solutions, Hyderabad**

**Project:** Account management & Recruitment

**Job Title:** Senior Account Manager – IT Recruitment Feb ‘2013 – Jan '2014

**Responsibilities:**

* Involved in day-to-day management of front line staff
* Lead and motivate your team to ensure the championing of and maintenance of a positive local culture
* Carry out other administrative tasks as relevant to the service and directed by the Contract/Heads of Operations
* Writing up-to-date employment contracts and offers of Employment.
* Attending job fairs and career events.
* Liaising with account managers and external recruiters.
* Ensuring that all job descriptions are accurate.
* Overseeing the recruiting and human resource functions of the business.
* Designing and producing recruitment packs.
* Obtaining references before the interviews are undertaken.
* Supporting people who face a varied number of challenges that exclude them from employment.

**QV Consulting, Hyderabad**

**Project:** Recruitment

**Job Title:** ITRecruiter  Jan ‘2008 – Jan '2013

**Responsibilities:**

* Cold calling companies to see if they would like help with their recruitment needs
* Looking through the papers and online for research into companies who are recruiting
* Placing adverts and sifting through CV’s
* Updating the database ensuring records are up to date for other consultants
* Interviewing candidates face to face and over the telephone
* Getting the correct documentation from candidates
* Visiting companies for information and to get to know more about them
* General Admin and keeping jobs and candidates organized

 - Relationship building ` - Networking

 - Screening Candidate - Advertising vacancies

 - Briefing candidates - Negotiation

 - Communication - Meeting deadlines and targets

Education

 MBA - Human Resource OSMANIA University, INDIA (2007)

FUNCTIONAL EXPERTISE

 Talent Acquisition, Talent Development, Talent Review, HR Dashboard, Interviewing Skills, Training, Resume Management, Employee Engagement, Induction & Orientation, Exit Interviews

Technical skills

 SAP - Human Resource (HR) module

 Microsoft Office products (MS Access, Teams, Word, Excel, PowerPoint, Outlook)

REFERENCES

 Available on request