CURRICULAM VITAE

**MOHD ABDUL KHADER**

**H.No. 8-4-369/476**

**Swaraj nagar,**

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**Professional Summary:**

* Overall 4+ years of experience in the US Recruitment/staffing in Healthcare/Non-IT & Professional Consulting Services.
* Directly working experience with Leading Fortune 500 clients. Successfully recruited candidates on full time, contract (W2, 1099 and Per Diem). Experience in sourcing US Citizens, Canadian Citizens (TN visa) and Green Card holders as per Client's requirements and request.
* Experienced Resource Specialist with a demonstrated history of working in the Corporate and recruiting industry.
* Proficient in sourcing qualified candidates resume, relationship building, negotiations, scheduling interviews, follow-ups, debriefs, pre-closing, extending offers and making closures.

**Expert in sourcing on the following portals:**

• Monster

• Dice

• Indeed

• Career Builder

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| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY/**  **BOARD** | **PERIOD** |
| S.S.C | NEWTON HIGH SCHOOL. | BOARD OF SECONDARY | 2005-2006 |
| INTERMEDIATE | ROYAL JR. COLLEGE. | BOARD OF INTERMEDIATE | 2006-2008 |
| DEGREE | DON BOSCO DEGREE COLLEGE. | OSMANIA UNIVERSITY. | 2008-2011 |
| POSTGRADUATE  M.B.A (H R) | SHADAN BOYS  COLLEGE | OSMANIA UNIVERSITY | 2011-2013 |

**Education:**

**Technical Skills:**

* Computer Basics
* Typing 35wps

**Professional Experience:**

**Radiant Systems Mar 2020 – May 2020**

**Senior Non It Recruiter**

**Responsibilities:**

• Hands-on experience with full life-cycle recruiting. Worked extensively for NBC Universal, CIT Group, SC Johnson, Harris Corporation, Nissan NA, Clorox Services, AMETEK Inc., Synopsys, Inc., Johnson Controls, Schneider Electric US, Frontier Communications, and state clients throughout the United States for almost all requirements.

• Responsibilities include sourcing qualified candidates resume, relationship building, negotiations, scheduling interviews, follow-ups, debriefs, pre-closing, extending offers and making closures.

• Proficient at Microsoft Office tools daily to an advanced level in the performance of duties (Outlook, Word, Excel, and PowerPoint).

• Extensive experience on Job boards such as Dice.com, Monster.com, Career Builder, Indeed, Linkedin, etc.

• Familiar with US time zones

• Good Understanding of various NON - IT and IT technologies/platforms.

• Strong interpersonal and communication skills, a strong attitude towards teamwork and common goals achievement.

**Intone Network May 2019 – Feb 2020**

**Non-IT Recruiter**

**Responsibilities:**

* Recruited Scientist, Procurement, Finance, Accountant, Bio Process, Documentation Analyst and other healthcare candidates for positions across the U.S. using cold calling, job boards, networking and an internal database.
* Identifying suitable candidates, Screening and scrutinizing profiles as per client's requirements.
* Providing Qualitative Candidates to clients within the Stipulated Time Frame.
* Briefing the team with the updated requisition sent across by other departments & hiring of candidates in the given specified time i.e. freezing & unfreezing the required openings as and when required.
* Located and pre-screen qualified candidates for open client requisitions and negotiated salaries.
* Performed reference checks for all candidates.
* Sourcing, screening, qualifying, referral checking, recruiting and selecting candidates for full-time and contractual staffing needs.
* Used Applicant Tracking System like Ceipal.
* Maintained an efficient database, with the help of which I could successfully deliver right NON-IT people in right time.

**ASK Staffing, Inc Dec 2017 – Apr 2019**

**Resource Specialist**

**Responsibilities:**

* Joined the company as Resource Specialist, worked on requirements of Clients in the field of Engineering, Energy and Healthcare for a brief period.
* After company succeeded in acquiring a leading fortune 500 Company. As a Client, I started working exclusively on it.
* Sourced Candidates using software developed by the company which had Monster, Dice and Career Builder integrated as one.
* Sound understanding about the requirements, submitting apt consultants after detailed screening as per the standard operating procedure.
* Keeping candidates updated about their candidature in terms of short listing, rejection or interview schedules.
* Following e-mail etiquette while reaching Candidates and maintaining professional behaviour throughout.
* Strictly worked on W2.
* Familiar with all US time zones
* Proficient in negotiating pay rates with the Candidates and processing them accordingly

**Tenpath Solution Dec 2014 – Oct 2017**

**HR Associate (Sourcer)**

**Responsibilities:**

* Specialized in most of the IT oriented skills and open for any challenging requirements.
* Hands on working experience in Internet recruitment sites and portals like DICE Career Builder and Monster.
* Short-listing candidates as per the skill specifications and matrix given by client.
* Understanding client recruitment needs and meeting their requirements with good response time.
* Possess excellent communication skills and thrive in a fast-paced environment. Possess excellent computer skills (MS Word, Excel, Outlook, PowerPoint, and Internet).
* Good understanding in various parameters of US recruitment
* Good understanding in various tax terms like Full time, Corp-Corp, Corp-Hire, 1099 and W2.
* Experience in utilizing web recruitment tools Dice, Monster, and Career Builder
* Good communication and written skills.