

Technical Recruiter

**Y.MOHAMMAD RAFI**

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**9502570591**

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**Career objective:**

- To work in a company where my skills will be best utilized towards the growth of the esteemed company.
- To contribute objectively towards the fulfillment of organizational goal.

**Summary:**

- Resourcing US experience and excellent knowledge of hiring process including sourcing, interviewing, reference checking, applicant tracking and closing.
- Performed full recruiting lifecycle including sourcing, screening resumes, phone interviews, background/reference checks, negotiating offers to on-boarding.
- Interviewed prospective candidates and educated candidates on process.
- Negotiated with candidates, extended offers, provided compensation, facilitated the placement of candidates and solicited referrals of top talent in the area.
- Provides support to higher level management to participate in interactions, feedback and welcome candidate when they are hired.
- Updated and tracked candidates in accordance to company's standards.
- Effective in sourcing, networking, referral generating, strong negotiating and closing skills.

**Professional Experience:**

**V Drive Info-Hyderabad**

**Dec-2018 To Present**

**Technical Recruiter**

- ❖ Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- ❖ Sourcing from Job Portals (Monster, Dice, Careerbuilder, Yahoo HotJobs), Making job postings on the Job Portal.
- ❖ Responsible to work on Contract, Permanent & C2H (Contract to Hire) position.
- ❖ Responsible for Coordinating fulfillment of other formalities such as background check, drug test etc leading to joining post placement.
- ❖ Responsible for achieving a good conversion ratio of submittals into interview and placement.
- ❖ Responsible for Strategy Development process which includes understanding client requirements & mapping the relevant targets.
- ❖ Exceptional internet recruitment skills - Extensive knowledge of Boolean logic (operators and syntax) for just about every search engine on the internet to create effective string queries that yield results.
- ❖ Strong knowledge of Visa guidelines and requirements for foreign nationals pertaining to H-1B, US Citizen, Green card classifications and tax terms (W2, 1099, Corp to Corp).
- ❖ Goal oriented and committed team player with strong entrepreneurial skill

**Administrator****Sri Vasista High School ( AUG-2016 TO JULY-2018)**

- ❖ Responsible for answering incoming calls,taking messages and redirecting calls as required
- ❖ Dairy management,Dataentry,General office management,Dealing with email inquiries
- ❖ Arranging both internal and external events and maintaining social media accounts

**Tools & Portals: Monster, Dice, CareerBuilder, LinkedIn, Twitter, Outlook, MS office.**

**Educational qualifications;**

- ❖ DIPLOMA:MECHANICAL ENGINEERING IN **THIRUVALLUVAR UNIVERSITY( 2016)** 85%
- ❖ INTERMEDIATE From ANDHRA PRADESH open school society with 80%
- ❖ SSC from **SREE VASISTA HIGH SCHOOL** with **9.7GPA** in PRODDATUR,ANDHRA PRADESH

**Soft skills:**

- ❖ Software: manual testing and selenium ,Rpatools(Blueprism,uipath)
- ❖ Operating systems:Windows98/2000/2003/2008/XP/Vista/7, Linux

**Professional skills:**

- ❖ Excellent communication skills.
- ❖ Ability to thinklogically.
- ❖ Can adjust to any workenvironment.
- ❖ Can motivate others and create a healthy and friendly workenvironment.
- ❖ Trustworthy and like to work as an effective teammember.

**Personal details:**

Name	:	Y.MOHAMMAD RAFI
Hobbies	:	Listening Music, Travelling
Nationality	:	Indian
LinguisticAbility	:	English, Telugu&Hindi
PresentAddress	:	PRODDATUR, KADAPA District, 516360 ANDHRA PRADESH

**DECLARATION:**

I hereby declare that the information written is true to the best of my knowledge and in case of any discrepancy I shall be held responsible.

Place: **PRODDATUR**

Date:

Mohammad Rafi