**M.FAIZ ALI KHAN**

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**103 A.K Apartment Golden Heights, Rajendra Nagar**

**Attapur, Hyderabad Telangana.**

**500048**

**Career Summary:-**

* **4+ years of experience in US IT Recruitment.**
* **Working experience with managing several requirements.**
* **Good knowledge of Corp-Corp, W2 and 1099 tax terms.**
* **Dealt with OPT, H1s, EADs, GCs and US Citizens**
* **Good Negotiation and Closure skills with proven track record of maintaining client/vendor/ consultant relationship even after placements and further building strong work relations.**
* **Working extensively for W2, C2C positions**
* **Finding the right consultant according to the requirement which includes searching the different Job portal like Dice, Monster, LinkedIn, Etc.**
* **Maintaining client/vendor/ consultant relationship even after placements**
* **Providing necessary information to the Consultant.**
* **Negotiating with the Vendor, regarding the Hourly Rates.**
* **Maintaining the Vendor database of various levels.**

**ACADEMIC RECORDS:-**

* **Master's in BusinessAdministration(HR)**
* **Bachelor’s degree inArts**
* **10+2 (Mathematic andPhysics)**
* **CAAP(Philippines) Commercial Pilot's Licenseno.09C540**

**Experience:-**

**STAFFWORKS INC**

**Hyderabad Sept 2018 to Till**

**Sr.US IT Recruiter**

**Responsibilities:**

* Sourcing Resumes Using different strategies like mass mailing the requirement to vendors and posting it in different job portal Career Builder, Tech-fetch, Monster.
* Check for the Availability of the Consultant.
* Check for the Genuine Experience of Consultant. (In Social networking)
* Check with the consultant that whether he has any offers in the pipeline or done with any other interviews and waiting for the results.
* Look for the communication skills. (Should be very good or excellent)—Good and average will not be accepted
* Beautification of the Resume & Make needed Spelling mistake corrections.
* Need to maintain a global format for the resume preparation.
* Make sure Requirements match with the Resume of the Consultant.
* Prepare a skill matrix according to the requirement and check with consultant years of experience in each skill.
* Candidate Status matches with the Position Description – (GC/Citizen/1099/H1B/EAD)
* Consultant Name, Phone, email, Status, Employer Company, Employer Name, Phone, Email, Rate, W2/1099/C2C.
* Make sure if an offer is extended by client the consultant is willing to take the Position
* Rate Concerns to be Addressed and a confirmation email has to be received by the consultant.
* Also take the NCA agreement from the employer in order to avoid Bypasses, IF GC/USC need to take from the consultant.
* Negotiating rates with vendors and consultants and explain about other terms and conditions of the employment.
* Submitting the resumes to manager.
* Follow up the progress of submission and update it to the vendors and consultants.
* Database Maintenance: Maintaining database of all the resumes i.e. platform wise, experience wise etc.
* Maintained and updated potential candidate/client database for current and future job opportunities.

**Workpath Inc**

**Hyderabad Aug 2016 to sept 2018**

**US IT Recruiter**

**Responsibilities:**

* Involved in complete life cycle of recruitments.
* Handling entire recruitment process from Resourcing, searching, screening, negotiating and Recruiting candidates on international platforms for direct client
* Proficiency in resourcing US candidates for information technology from junior to senior position through search engines (Techfetch, Monster, CareerBuilder and Dice etc, ) networking and database.
* Possess knowledge of recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Reviewing the Resumes as per the Client requirements identifying the right candidates, by searching jobs portals, internal database and referrals and Hotlists.
* Sourcing candidates using Boolean search, databases, search engines and other techniques..
* Working experience in Tax terms like W2, C2C, 1099
* Dealing with consultants on, H1B, GC-EAD, Green Card Holder, US Citizens on C2C and W2, etc.
* Negotiating the rates on Contract, Contract to hire basis, Full time
* Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Responsible to understand and analyze the requirements in different domain categories.
* Coordinating, Scheduling & Conducting Interviews.
* Keeping Track of Responses & Short listing Profiles.

**Company: A.R.Construction (Bhopal) May 2013 to July 2016**

**Assistant Marketing Manager**

• Support the company in the implementation of it’s marketing campaigns.

• Producing & analysing sales figures, hen reporting them to marketing managers.

• Writing marketing emails & then sending them to customers & sales prospects.

• Assisting the marketing team with day to day administration duties.

• Responsible for maintaining & updating the companies website & social media.

• Coordinating telemarketing activity.

• Managing & maintaining product & data information within company systems.

• Assisting in organising promotional events.

• Liaising on a daily basis with clients and customers.

• Attending networking events & promoting the company.

• Booking advertisement space with local newspapers.

• Involved in organising planning and controlling exhibitions.

• Working with the sales team to maintain and update pricing / listing details.

• Involved in producing and publishing online marketing material.

**First Officer: August 2008 – January 2010**

**Company: Inter Island air services, Philippines**

**•** Handling flight operations.

**Assistant Flight Instructor: March 2006 – May 2008**

**Company: Yash Air Ltd.**

**•** Conducting ground instructions for subjects Air regulation, Aviation meteorology, briefing

students about flight procedures, pre flight checks and conduct flight training.

**Personal Information:-**

Date of birth :05/04/1984

Gender :Male

Nationality :Indian

**Self-Appraisal:-**

I am an extrovert and go-getter with a positive attitude towards life. Given an opportunity and responsibility, will always put in my best effort

**Date:- Signature**

**Place**