**Mohd Khaja Moinuddin**

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**CAREER OBJECTIVES**

To obtain a challenging position as a **Human Resources (IT Recruitment),** and to become established in a stable, progressive company offering career growth through proven performance. I am seeking progressive, professionally managed, fast pace environment with well-organized business processes in place which allows me to contribute my ability and utilize my skills towards the growth and continuous development of an organization.

**SUMMARY OF QUALIFICATIONS**

* 4.8 years of Experience as IT Recruiter in Domestic & APAC and looking out for more challenging role.
* International Recruitment Experience with over in APAC regions (Australia /Malaysia/ Singapore /Thailand/ Indonesia/China/Philippines/India) &US serving major Banking, Financial, Retail, Telecom and Manufacturing Clients.
* Expertise in Direct hiring, C2H and Contract.
* Having experience on Team Handling, Client Coordination & Client Interaction.
* Good verbal and written communication
* End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
* Screening: short listing candidates sourced through portal (Naukri, Monster and LinkedIn) and validating them on their experience and interest on the role.
* Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.

**Technical Skills**

* Platforms: Windows XP, Windows 7, 8, 8.1 and 10.
* Programming Environment: C, C++, Java
* Database: SQL
* Packages: MS-Office (MS-Word, MS-Excel, MS PowerPoint)

**EDUCATION**

* B-Tech, CSE from CMR Technical Campus, JNTU-H, India 2016.

**Achivements**

**Award:** Certificate of Excellence-Best Support in APAC services for the year 2019

**PROFESSIONAL EXPERIENCE**

**O2f InfoSolutions (**[**www.o2finfosolutions.com**](http://www.o2finfosolutions.com/)) **OCT 2019 – Till Date**

**Role: Senior Technical Recruiter**

**Responsibilities:**

* Handling Information Technology (IT) / Banking requirements from across APAC locations (Australia, Singapore & Malaysia).
* Handling Information Technology (IT) / Banking requirements from across locations India.
* Handling End-to-End Recruitment life cycle to ensure fulfillment of requirements for Full-time/Contract to Hire/Contract opportunities.
* Handling experience on Team Management Client Interaction & Client Coordination.
* Day to day interaction with hiring managers and updating status reports on current hiring and planning future proactive requisitions.
* Doing Post Offer Connect with the offered candidates with the delivery team on regular intervals till candidate onboard.
* Initiating the Onboarding process in ATS and make sure candidate is having smooth onboarding.
* Involved in End to End recruitment as Sourcing, Staffing, scoping, and on boarding candidates.
* Involved in the screening process as short-listing candidates sourced through portals and validating them on their experience and interest on the role.
* Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
* Hiring inputs: Interacting hiring managers to understand niche skill profiles.
* Preparing reports on the number of closures, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
* Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.
* Analyzed various job applications and filtered candidates through telephonic interviews.
* Participated in various candidate selections and prepared an efficient interviewing schedule.
* Hands on experience in monitoring all recruitment activities for organization.
* Worked with managers to develop and execute recruitment plans, ensure proper job postings, applications, interview process and proper maintenance of records.
* An effective communicator with excellent relationship building and interpersonal skills. Strong analytical, problem solving and organizational ability. Possess flexible and details-oriented attitude.
* **Our clients: Infosys, Wipro, TCS, IBM, Candela labs,** **IVY Computech.**

**Asian Technology Solution(www.asian-technology.com) Hyderabad Jan’18-Aug’19**

**Role: Lead Recruitment Consultant**

**Responsibilities:**

* Establishing recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs
* Contracting on the recruitment procedure with the business annually
* Providing weekly recruitment status reports
* Searching for innovative ways to recruit and select most suitable candidates.
* Conducting data analytics of the recruitment process and inputs / outputs.
* Well-rounded search skills with an ability to identify the very best talent out there
* Ability to lead and mentor experienced recruiters
* Experience running campaigns and other recruitment related projects
* Responsibility for some cross divisional senior hiring
* Advising and guiding the local team and clients on day to day queries and/or escalations

**Role: Senior Recruitment Consultant April 2017 to Aug 2019.**

**Responsibilities:**

* Handling Information Technology (IT) / Banking requirements from across APAC locations (Australia, Singapore & Malaysia).
* Handling Information Technology (IT) / Banking requirements from across locations India.
* Handling End-to-End Recruitment life cycle to ensure fulfillment of requirements for Full-time/Contract to Hire/Contract opportunities.
* Handling experience on Team Management Client Interaction & Client Coordination.
* Confident recruiter for APAC majorly for (**Malaysia/ Thailand/ Singapore/ Australia / Indonesia/China/Philippines/India**) with APAC Hiring experience.
* Should be involved in entire Recruitment lifecycle process such as Sourcing resume from job portals, social media.
* Skilled in all the processes from resume sourcing till candidate on boarding.
* Maintain daily basis MIS reports on hiring status.
* Coordinate with respective functional heads to define recruitment requirements, job specifications, and Interview process.
* Sourcing profiles using Web Portals like Naukri and Monster, and Internal databases, job postings, Referrals, LinkedIn.
* Initial screening and Resume filtering, short listing the candidates, scheduling the candidates for interviews.
* Conduct regular follow-up with candidates before joining and after joining.
* Maintaining the Candidates Database.
* **Our clients: Lazada Group, Abeam consulting, LTI, Intellect Design, KBTG, TCS, Infosys, Hitachi, SALT, Allianz, Bank Mandira, Am bank, T-system, MMHE, Astra International, Aprisma.**

**TexAras Solutions LLC (**[**www.texaras.com**](http://www.texaras.com)) **March 2016 to March 2017**

**Role: Senior Bench Sales Recruiter**

**Responsibilities**

* Manage and supervise junior recruitment consultants for all the hiring needs of the business.
* Provide coaching and training for junior recruitment consultants.
* Motivate team members to work towards their individual sales targets.
* Identify, develop and manage client/business relationships, selling our recruitment services and negotiating the rates of business.
* Responsible for prospecting clients seeking projects through referrals, networking, and making corporate business calls.
* Sourcing, screening and managing candidate pipelines develop and maintain relationships of a variety of experienced, professional roles and fulfil recruitment requirements.
* Employ recruiting methods to attract candidates (e.g. job advertising)
* Understanding the needs of clients (i.e. Hiring Managers/Organizational Leaders) by collecting relevant information and staffing requirements from the respective clients to provide effective resourcing strategies and solutions.
* Present shortlisted profiles to clients.
* Collecting constructive feedback from Clients and Candidates, providing an effective aftercare service by following up and keeping both parties up to date.
* Negotiate with candidates on employment conditions and package