

**Name: Naveed Syed**

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#### **PROFESSIONAL SUMMARY:**

- Around 5 Years of experience on handling IT requirements from US based clients.
- Working as Business Development Executive in Administration Department from 2 Years.
- Working on Payroll of candidates and Tax collection.
- Responsible for full cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- Sourcing from Job Portals (Monster, Dice, LinkedIn, CareerBuilder, Techfetch), Making job postings on the Job Portal.
- Extensive experience in Ceipal & Oorwin and Onblick.
- Well versed about US Terms like W2, C2C, 1099, US Visas, etc.
- Responsible to work on Contract, Permanent & C2H (Contract to Hire) positions.
- 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.
- Be a part of the team with Accelerated Hire Motto.
- Weekly meetings with India offshore team with status update, discuss requirements to be worked as per the priorities, reset the focus as per the requirement need. Manage and handle issues of the offshore recruitment team.
- Publish progress report to management every week.
- Updated about technologies of the Client requirements and knowledge of current IT trends.
- Submitted many resumes with US Citizen, Green card, GC-EAD, H1B, H4EAD, OPT, OPT-EAD, CPT etc.
- Direct dealing with the candidates with good communication skills for every Work Authorization.
- Expertise to fill the bench with good experience candidates.

#### **TECHNICAL SKILLS:**

- Maintain Database for every requirement in MS Excel and Google Sheets.
- Building positive relationships with the candidates.
- Office Applications: MS Word, Excel, PowerPoint, Outlook.
- Screening & Interviewing.
- Best Communication skills.
- Best Negotiation with candidates.

#### **ORGANIZATIONAL EXPERIENCE:**

**Pioneer Consulting Services LLC**  
**Sep 2017 – Present**  
**Vijayawada, AP**

## **PROFESSIONAL EXPERIENCE:**

### **Sr Technical Recruiter / Sales (US-Staffing)**

## **RESPONSIBILITIES:**

- Extensively sourced candidates via the Job Boards, Web Search and Networking. Worked on all major job boards (e.g JOB DIVA, CAREER BUILDER, MONSTER etc.) to assist the company in recruiting candidates, which included writing the job descriptions clearly and giving them an identification number, updating the postings and maintaining the job boards. Received all responses for processing and input into the system.
- Thoroughly interviewed prospective candidates to determine skill and client compatibility. This included negotiating salaries, relocation expenses, setting up interviews, Reference checks and extending offers of employment. Provided the hired consultants orientation about the project and the client they are about to join.
- Worked with IT consultants of various experience levels on .Net, Java/J2ee, Oracle, SQL Server, QA Tester, Oracle Apps, SAP, People soft and etc.
- Conducted performance reviews on a weekly basis and report to the concerned officials.
- Experience in entire recruiting life cycle.
- Expert in Bench Sales including of H1B s, TN s, GC s, USC s & EAD s
- Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.
- Posting the resume on all job portals like Dice, Monster, and social networking portals etc.
- Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
- Track the submissions and make regular follow-ups.
- Reaching out for the maximum number of open requirements in the market.
- Maintaining Good interpersonal Relation with the Client and the Vendors.
- Identifying potential Vendors and maintaining a healthy relation with them.

## **ENVIRONMENT:**

Ceipal, Onblick, Dice, Monster, CareerBuilder, TechFetch, LinkedIn, PowerPoint, MS Excel, Windows (XP-7,8,10), Outlook, MS Word, Google Sheets

## **EDUCATION:**

- Bachelor of Civil Engineering, JNTU Kakinada, 2013- 2017.

**Vijayawada,  
Naveed Syed.**