# Wahid S

## "HR IT RECRUITER"

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## MY PERSONAL PROFILE

**I am a Talent recruitment & acquisition Professional with 2.8 + Years of experience.**

## ACCREDITATIONS

- Diverse Placements: Performed professional, technical, executive and managerial
- Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.

## PREVIOUS WORK

### HR IT Recruiter

EXPERTEASE SOFTWARE INDIA PVT.LTD | AUG - 2017-PRESENT

- My responsibility involved in screening, and qualify candidates for IT positions.
- Managed Client interactions Directly with the Head HR or Meeting them in -person if needed.
- Worked as a TL & Individual contributor - Was responsible for Executive Startup hiring.
- Specialized in finding Talent with Niche & Super Niche skills using different Boolean logic's & Hiring Tools.
- Regularly called candidates for updates on job search, interviews and skills. Maintained rapport with active candidates.
- Pre - screened candidates through a detailed screening process; evaluated compatibility with job order's specific requirements, ensured candidate was a proper fit and was in contact with candidates 80% of the time via phone and emails.
- Created job descriptions and posted on the applicant tracking system (ATS)

## SKILLS

- Talent Assesment & Acquisition
- Executive Hiring for Startups
- ATS & Recruiting Software
- Screening
- Advanced Boolean Searches
- Placements & On-boarding
- Client Relationship

## TOOLS

- LinkedIn Recruiter
- Naukri
- Hirist
- Instahyre
- Indeed
- RMS
- X - Ray Search.. etc.

## EDUCATION

SIITAM
Aug 2014 - Aug 2017

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

- Aspects of overseeing and supervising business operations of management and leadership,
- Acquired broad knowledge of the functional aspects of a company and their interconnection, while also allowing specialization in a particular area which helped to acquire & improve business decision-making capability

## My Day @ Glance / Roles & Responsiblities

- As a TL & Individual Contributor i was Accountable for preparing and carrying out strategic sourcing strategy, to find the most talented IT professionals for clients in the Indian IT market.
- Responsible for conducting end-to-end recruitment process from sourcing to applicant closure.
- Used Boolean searches to identify elite engineering talent by top 50 CS schools, target companies, groups, and tech stack.
- Identified highly technically skilled, bright, talented job seekers by using direct and indirect sourcing methods and matching them to ideal positions.
- Successfully identified and recruited software engineers with different specialties including: UI, business logic/application tier, full stack, platform (distributed systems/web services/REST APIs), infrastructure, and SDET/QA engineers.
- Built a network of candidates by sourcing with tools such as LinkedIn (and other social media outlets).
- Ensured positive candidate experience throughout the sourcing and interview stages.
- Produced quarterly reports to understand and analyze hiring trends and pipeline.
- Performed intake calls to understand client needs, and performed searches on behalf of clients using the Vertical Move database, LinkedIn, job postings, and working with existing and past candidates to generate referrals.

## INTERESTS

- Reading Books
- Travelling
- Watching News

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Wahid