|  |  |
| --- | --- |
| **Name of candidate** | B\*\*\*\*\*\*\*\*\*\*\* |
| **Total experience** | 5 Years |
| **Current Position & Company name** | Technical Recruiter - Avance Consulting Services Pvt Ltd |
| **Position Applied for** | IT Recruiter |
| **Joining time (notice period, date of expected etc)** | 2 Weeks |
| **Current location** | Karimnagar |
| **Notes/ comments / summary of experience** | * Technical Recruiter with around **8 Months** and IT Recruiter with around **3 Years 10 Months** * Managing recruitment channels (e.g. cwjobs, monster.uk, jobserve, LinkedIn etc.) * Screening CVs and calling candidates for interview * Conducting selection interviews (e.g. Telephonic, Skype, Google meet & etc.) * Source active candidates from online databases, contact lists, internal databases, and employee referrals * Versed in Boolean logic, name generation, applicant tracking systems, etc |

**PROFESSIONAL SUMMARY**

Information Technology (US / UK / EU- Recruiter) responsibilities include sourcing, screening and providing a shortlist of qualified candidates for various technical roles. Background 5 years of experience network online and offline with potential candidates to promote our clients, reduce our time-to-hire and ensure we attract the best professionals.

**EMPLOYMENT SUMMARY**

Avance Consulting Services Pvt Ltd, **Hyderabad, INDIA**

Technical Recruiter

**08/2021 – Current**

* Searching for candidates who meet the requirements of the hiring company
* Writing and publishing job advertisements
* Managing recruitment channels (e.g. cwjobs, monster.uk, jobserve, LinkedIn etc.)
* Screening CVs and calling candidates for interview
* Conducting selection interviews (e.g. Telephonic, Skype, Google meet & etc.)
* Presenting candidate short lists to management
* Administrative activities (e.g. compiling documentation and conducting hiring procedures
* Monitoring recruitment KPI
* Developing recruiting and talent acquisition strategies.

Angeline Consulting Inc, **Hyderabad, INDIA**

Technical Recruiter

**11/2020 - 04/2021**

* Write and post technical job descriptions.
* Source potential candidates on niche platforms, like Career Builder, Dice, Tech Fetch, Monster and etc.
* Parse specialized skills and qualifications to screen IT resumes.
* Perform pre‑screening calls to analyze applicants' abilities
* Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
* Coordinate with IT team leaders to forecast department goals and hiring needs.
* Craft and send personalized recruiting emails with current job openings to passive candidates.
* Participate in tech conferences and meetups to network with IT professionals.
* Promote company's reputation as a great place to work.
* Conduct job and task analyses to document job duties and requirements
* Keep up‑to‑date with new technological trends and products

Mudra Soft Technologies Pvt Ltd, **Hyderabad, INDIA**

Information Technology Recruiter

**09/2019 - 10/2020**

* Partner with the recruitment team to develop search strategies, create position profiles, and build target lists
* Develop passive candidates through name generation, networking, cold calling, complex internet searches and research
* Source active candidates from online databases, contact lists, internal databases, and employee referrals
* Source directly into target list companies and industries to identify, qualify and develop candidates
* Screen candidates and resumes / applications for availability, interest level, salary range
* Recruiting experience with technical positions and demonstrable success in sourcing
* Extensive knowledge of cold calling, networking and Internet research techniques
* Versed in Boolean logic, name generation, applicant tracking systems, etc
* Excellent communication and client service management skills
* Knowledge of the technical landscape in the greater US area is a plus

eGlobal Systems, **Hyderabad, INDIA**

Information Technology Recruiter

**01/2017 - 08/2019**

* Assists with the coaching and development of new team members
* Create the position in our ATS, and manage the approval process until the final closure,
* Partner with your hiring managers and business leaders to create innovative and effective hiring processes
* Provide a weekly update with overview of the market and exact status of the search to the hiring manager,
* Manage the posting and sourcing strategy through the most accurate channels (LinkedIn, CV databases and other specialized jobs boards)
* Identifies and participates in continuous improvement initiatives
* Support the development of your interviewers through training and coaching

**LANGUAGES**

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|  |  |
| --- | --- |
| English | First Language, English Proficient\_C2 |
| Telugu | Telugu Proficient\_C2 |
| Hindi | Hindi Proficient\_C2 |

**WEBSITES, PORTFOLIOS, PROFILES**

https://www.linkedin.com/in/bilal-rubha-sam-735686127

**EDUCATIONAL QUALIFICATION**

INSTITUTE of INDUSTRY INTEGRATED TECHNOLOGY & BM, MUMBAI, 06/2016

Bachelors Degree : Commerce

IIITBM, MUMBAI, 06/2013

INTERMEDIATE : BACHELOR of PREPARATORY PROGRAMME

11th & 12th done.

Leotech Information Systems, Jagitial-Telangana, 03/2012

High School Diploma

I have done Course in Post Graduation Diploma in Computer Applications.

Leotech Information Systems, Jagitial-Telangana, 03/2011

High School Diploma

I have done the course in ADVANCED DIPLOMA IN COMPUTER APPLICATIONS.

St' Gabriel's High School, KORUTLA-TELANGANA, 07/2009

1Oth (Secondary School of Certification)

I was done Schooling