

## **Mohammed Salman**

**Email: salmansalmanahmed758@gmail.com**

**Mobile: 9573619033**

### **OBJECTIVE:**

To obtain a challenging position as an IT Recruiter 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.

### **Area of Expertise/Exposure:**

- Around, 4.5 Years of IT industry experience as a U S IT Recruiter.
- Extensive IT Consulting Services experience in staff augmentation.
- Proven successful sales record in the IT Staffing Industry
- Good experience in marketing the Bench Consultants
- Highly organized and able to manage multiple tasks at once.
- Experience in Visas – OPT, H1B, H1-Transfers, EAD, GC ,USC&TNN
- Excellent Interpersonal, Convincing, Rate Negotiation, Analytical & Problem-solving Skills.
- Excellent Written & Verbal Communication Skills
- Good Team player with Interpersonal, good verbal and oral communication skills in English

### **IT Recruiter**

**July 2017 to Jan 2021**

**Tenpath Solutions**

### **Responsibilities:**

- Involved in Creating Process on Staffing, recruiting candidates of all sort of computer technologies. Screening resumes based on all the domains and Assisting in the modification of resume. And convince them on Salary Part and H1 Transformation Explanation.
- To get the requirement, working on Business development side with market research and Cold Calling with Tier-1 Vendors of clients, Job portals and other Sourcing and Networking Techniques Sourcing requirements in Job portals like Dice, Monster, Career builder, Net-Temps, LinkedIn, and Etc. Sending the resume to the appropriate jobs that match the consultant's skills. Following up with the contact person for the job.
- Track the submissions and make regular follow-ups.
- Reaching out for the maximum number of open requirements in the market.
- Intimate the entire team regarding client submissions to avoid duplications.
- Inform the consultant regarding the vendor calls and end client interview schedules.
- Prepare the consultants for the end client interviews.
- Ensure prompt delivery of the consultants.
- Negotiate rates with the Vendors/ Clients.
- Taking care of the Consultants whether they are comfortable with the work environment.

- Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.
- Maintaining Good interpersonal Relation with the Client and the Vendors.
- Identifying potential Vendors and maintaining a healthy relation with them.
- Keeping an eye of covering all requirements received
- Scheduling interviews.
- Booking Itinerary-sending consultants for F2F.
- Worked directly with hiring managers to cultivate requirements / consultants and new strategies.

**Recruitment Co-Ordinator  
Capgemini (HYDERABAD)**

**July 2021 to Nov 2022**

**Responsibilities:**

Coordinating with Recruiter's / Vendors and marketing the Consultants as per their skill sets.

- Handling the Accounts like Barclays,Morgan Stanley And Interacting with Clients on Alternate Days.And Taking the Conformation From the Panel.And Sharing the Team Invites before oneday of interview.
- Scheduling the Interview.
- Sourcing Requirements from Job Portals like Naukri,Myhire,Linkdin. And Conducting a Drive for Different locations depending on the Clients Requirement.
- Taking the Feedback from Myhire.And Used to handle the Requirements For Both IT Skills And Non IT Skills And Kniche Skills
- Compose Job Offer Letter.

**Personal profile:**

Father's Name : Late Shaik Ahmed  
Date of Birth : 31-05-1996  
Marital Status : Single  
Gender : Male

Date:

Place:

**(Mohammed Salman)**