

SHAKIL AKHTAR

Email: shakilaotme93@gmail.com

LinkedIn: www.linkedin.com/in/Shakil030495

Phone: +91 9038852417



Objective:

- Seeking a challenging opportunity in an organization which recognize and utilizes my true potential while nurturing analytical and technical skills

Summary:

- Strong experience of 2+ years in recruitment and it is consisting hiring processes including sourcing interviewing reference checking tracking salary negotiations and closing, Engagement in organization with excellent track record of generating Purchase Order. Intend to be a part of an organization where I can constantly learn and enhance my skills for best use of it in the growth of mine and the organization. Have excellent Technical, inter-personal and communication skills. Looking forward to establish myself by adapting new technologies as well.

Professional Experience:

Technical Recruiter

Nityo Infotech, Noida

July 2022 to June 2023

- Client – Direct client
- Layer – Tier 1 Vendor (Prime Vendor)
- Prime vendor – KFORCE, Inspyr Solution, Red Global etc
- Working profile –SAP, Solution Architect, ETL, SQL, Developer, BA, PM, Oracle etc
- Domain- Medical Devices, Pharmaceutical, Life Science, E-Commerce, R&D, Insurance, Engineering, Utility, HealthCare, Banking etc.
- Visa – USC, GC, H4, TN, OPT, L2-EAD,H1-B
- Tax Term – Only W2 and C2C
- Enviroment – Ceipal, Dice, Microsoft Office, LinkedIn
- Skills- Working on profile of security clearance, DOD, GC identification if coming from vendor

References

- Rakesh Jairaj Sah- Executive Group Vice President- Nityo Infotech
- Sneha Rajput- Sr. Account Manager – Nityo Infotech
- Vikas Mishra – Sr. Account Manager – Nityo Infotech

Technical Recruiter

SGT Connect

Nov 2020 to Feb 2022

- Implementation Partner: **Tech Mahindra, TCS, Capgemini, Genpact, HCL America**
- Started as a trainee recruiter with a passion of recruitment then in a day by day process I learn basics of recruitment. On daily basis I encounter IT Requirement then as per the skill set and job description and my job is to recruit most suitable match for my client. Developed talent pools through creative sourcing techniques including referral generation, networking, direct sourcing, and advanced Internet sourcing.

- Owned full-cycle recruiting as requirement analysis, Sourcing, Screening, negotiation, interviewed, offer and closed candidates for assigned requirements.
- Visa – H1-B, USC, GC, H4, TN, L2-EAD
- Tax Term – Only C2C and W2 (70% and 30%)
- Enviroment – Job Diva, Monster, Microsoft Office, LinkedIn

Education:

- 2014-2018, **B.TECH** in **Mechanical Engineering**, from Academy of Technology, affiliated to West Bengal University of Technology, **WBUT** 7.37 DGPA
- 2013, WBCHSE from Kankinara Himayatul Gurba High School (H.S), 60.2%
- 2011, WBBSE from Kankinara Himayatul Gurba High School (H.S), 75.62%

Skills:

- Recruiting, Sourcing, Screening, Negotiation, Boolean Search

Recruitment Tools:

- ATS, VMS, Monster, Dice, CareerBuilder, LinkedIn

Office Tools:

- MS Office : Outlook, Excel, PowerPoint, Word, Notepad,

Personal Details:

- Date of Birth : 03 April 1995
- Language known : English, Urdu, Hindi, Bengali
- Hobbies : Gardening
- Permanent Address : H/L No-27, B.L No-13, P.O-Kankinara
Pin-743126, North 24 Parganas, West Bengal