Syed Akram

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**Summary**

* As a Technical Recruiter with a demonstrated history of working in the staffing and recruiting industry.
* Complete knowledge of Full Life-Cycle recruiting including sourcing, screening, calling, Shortlisting,

interviewing, and placing the qualified candidates.

* Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best

service. Extensive experience in working with C2C & W2 requirements.

* Good understanding of various IT Technologies and emerging Technologies in the marketplace.
* Ability to Search and recruit proactively, with strong organization skills.
* Extensively experienced in working with C2C, 1099 & W2
* Experience working as a complete lifecycle recruiter including sourcing, job posting, interviewing,

marketing, reference checking, tracking, rate negotiations and closing.

* Checking Resumes for Experience & Verification of Employment Status.
* Sourcing candidates from Dice, Monster, LinkedIn, CareerBuilder, Job Posting etc.
* Good knowledge with VMS & MSP.
* Experience in Boolean search technique &amp; Successfully recruited many consultants for major end clients.
* A Strong sense of critical thinker & problem-solving. Excellent written & spoken communication Skills.
* Develop, build, and maintain relationships with candidates and clients.

**Education**

* Diploma in ECE, Brilliant Institutions, (2015-2018)
* SSC from Board of Secondary Education. (2014-2015)

**Skills**

* **Job Boards**: Monster, Dice, LinkedIn, CareerBuilder
* **Communication**: Mass Email, Cold Email, Follow-up, Scheduling calls
* **Recruiting:** LinkedIn, Monster/Dice, Social Media Career Groups, Job Posting, Career Builder
* **Others**: Microsoft Office, Outlook, Boolean Search Strings, Visas, Tax terms, Client-Relations, Communication

Skills, Cold Calling, Rate Negotiations, Willingness to learn.

**Key Skills**

* Verbal & Written Communication - Problem Solving - Punctual
* Quick Learner &amp; Thinker - Honest & Hardworking - Team Player
* Excellent Customer Service - Interpersonal Skills - social media

**Professional Experience**

**USM Business Systems Dec 2020 – Present**

US IT Recruiter

**Responsibilities:**

* As a US IT Recruiter, worked on C2C/1099 & W2 requirements with Vendors, Direct Client and Implementation

Partner.

* Understand the needs of the Client’s requirement and match the consultant with according to the job

description/requirement.

* Experience in working with prime vendors like TEK Systems, Innosoft, CompSciPrep, Starteratech Resources with all their End Clients (Wells Fargo, Nationwide Insurance, Capital One, US Bank, Wal-Mart, Amazon, Liberty Mutual, Fannie Mae, MasterCard etc...).
* Supported Implementation Partners Sogeti/Capgemini and also worked with direct clients like College Board, North well Healthcare.
* After finding the right candidate contact them via Phone/email/ Text/ LinkedIn
* Perform Screening, Finding relevant resumes according to Requirements.
* Pre-screening & Tele Screening of potential consultants in terms of their qualification, work experience,

current project status to select best-qualified consultants–Collecting the details of the potential

Candidate, asking his/her core capability and at the same time analyzing his/her communication skills,

attitude, understanding his motivation level for looking into the opportunities.

* Scheduling interviews, reporting to the manager, negotiating the rate with vendors and consultants.
* Well versed with US Tax terms like W2, Corp2Corp & 1099.
* Work with US citizens, GC Holders, EAD’s (OPT, GC, H4), and H1-B visa holders.
* Review of Resumes for Experience & Verification of Work Status.
* Source candidates from LinkedIn Recruiter, Dice, Monster, Career Builder, Employee referrals.
* Good working at successful sourcing of candidates via Internet sources using BOOLEAN Search Strings

and online resume database.

* Using “Amoeba” as Application Tracking System (ATS).
* Keeping a track record of rate confirmation and making follow ups about the submissions.
* Make sure the consultant’s resume is updated with their tech stack expertise.
* Ability to work as a good team player, interviewing, hiring candidates, maintaining &amp; building the

candidate database.

* Continually build and maintain a pipeline of talent to accommodate current and future client demands.
* Develop and manage strong consultative relationships with hiring managers and candidates.
* Always maintain and build submissions report in excel sheet to maintain database for future

requirements.

**Advantage One Tax Consulting, Inc. Dec 2019 to Aug 2020**

Client Responsibility Office (CRO)

**Responsibilities:**

* **Provide support to the client. As Client Responsibility Officer we use to make clients to visit our website**
* **Explain about our Offers on filing tax with us, Free registration & $10 bonus for new registered clients.**
* **Explain about the 1040 Federal & State tax form.**
* **Responsible to explain about standardized & Itemize returns.**
* **Maintaining a positive, empathetic & professional attitude toward customers at all time.**
* **Keeping records of customer interactions, transactions, complaints & comments.**
* **Ensure customer satisfaction and provide professional customer support.**
* Answer incoming calls from customers for various reasons- answer enquiries through chat, Email & calls, resolve complaints and provide information **& convincing them to file taxes with Aotax.**
* Primary duties may include, but are not limited to Responding to incoming calls and may initiate outgoing calls, providing customer service to plan members, providers and employer groups by answering benefit questions, resolving issues and educating callers.
* Develops and maintains positive customer relations and coordinates with various functions within the company to ensure customer requests and questions are handle appropriately and in a timely manner.
* Provides detail information about the filing of tax returns.

**Syed Akram.**