**ADIL MOHAMMAD KHAN**

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**PROFESSIONAL SUMMARY:**

* Dynamic and result-oriented with more than 7+ years of experience in US IT Recruitment. Extensive hands on experience in Information Technology (IT) arena with major expertise in managing full cycle technical recruitment, resource management, relationship management and talent development. Expertise in creating search strings for any job as complex and as simple as possible to get the best match. Worked with Vendor Management Systems (VMS – Beeline, DIR, Fieldglass, Knowledge Services, Jaggaer MNSITE, People fluent) and ATS like cBiz, JobDiva. Expertise in utilizing web recruitment tools such as (Monster, Dice, CareerBuilder, LinkedIn and Broadbean). Maintained and nurtured vendor relations and managed alternative network of resources thus developing a strong network of varied and cost-effective resources, which help to facilitate and deliver the qualified staffing needs.
* **Specialties:** Staffing & Recruitment's, Employee Relations, Organization Development.

**EDUCATION:**

* B.E. in Civil Engineering, RGPV Bhopal

**PROFESSIONAL EXPERIENCE**

**Cynet Systems Inc., Noida Sep 2019 – June 2020**

**Recruitment Manager/Account Manager**

* Managing and Coordinating with state clients (State of South Carolina, State of Texas, State of Minnesota, State of Utah and State of Mississippi) with a Team of 7 Technical Recruiters.
* Handling & Managing full life cycle of recruitment process, include managing accounts/clients and mentoring a Team of senior & Junior recruiters.
* Maintaining requirement tracking sheet which includes all the data regarding positions, interview and team performance.
* Requirement gathering from Client portals, requirement distribution to recruiters, taking second call, screening & quality checking of the resume, submitting them to the client portal.
* Attended multiple Kick-off calls, Weekly Supplier calls (weekly), Requirement Calls (with the hiring manager).
* Following up with the client about feedback & interview’s and finally closing the positions.
* Manage key account directly and Qualify candidates with right skills to match the client requirements and regularly interacting with client's coordinators to understand the requirements.
* Experience on full life cycle of recruiting – Screening, interviewing, technical queries, closing of candidates and responsible till joining of candidates.
* Ensure deliveries are carried out as per the client requirement within the decided timelines.
* Implementing new processes and fine-tuning standard processes for recruiting that fits company’s mission to deliver the highest quality results.
* Proven, proactive sourcing background utilizing multiple avenues to develop and execute sourcing strategies aims at generating candidate flow as well as a pipeline for upcoming searches.

**V Group Inc, Bhopal, India Jan 2017 – Sep 2019**

**Team Lead**

* Multiple Client Management and progression as single point of contact for the clients-State of New York, WMATA, State of New Jersey, State of Pennsylvania, State of Texas, Ann Taylor Inc, Etc.
* Responsible for building relationship with the MSP's and Hiring Managers and taking it to the next level.
* Aligning the team with client SLA's and KPI's, streamlining Background check and on boarding process.
* Responsible for maintaining Scorecard Reviews and improvement.
* Qualify and obtain specific requisition feedback for recruitment team
* Forecast/Fast-path upcoming hiring needs/requisitions, Interview follow up with candidates
* Contractor performance follow up, Calendar meetings with active HM for req. qualification
* Calendar meetings with inactive managers to forecast potential requisitions
* Interact with Hiring managers promptly and proactively throughout requirement fulfillment cycle
* Build long term relationships with hiring managers
* Work closely with the HR team for compliance on the SLA’s and KPI along with the recruitment team.
* Ensure the audit preparation is done properly and help the team on OFCCP, Employment verification Audit, subcontracting, co-employment etc, Responsible for full hiring cycle for the company and its clients.
* Handling pre and post interview process of the consultants, setting up team and individual goals.
* Instructing new hires on how to create a requirement, submissions on client’s portal, run and make the report.
* Providing training to the recruiters on search strings, understanding of requisitions, technologies, formatting resume, client awareness, negotiating the rates with contractors, Preparing and maintaining daily, weekly and monthly reports, analyze recruitment statistics and taking care of the entire Recruitment Process.

**Pyramid Consulting Inc, Noida, India Aug 2015 – Dec 2016**

**Senior Executive**

* Responsible to serve our clients like AIG (American International Group), Verizon wireless, Verizon Telecom, Johnson and Johnson, OCD, ADP, Wyndham, Centene Corporation, Bed Bath & Beyond, Quaero, and Becton Dickinson, Analyzing the Job Requirements. Effectively handle the full life cycle recruiting process.
* Expert in creating search strings and searching the suitable candidates, Analyze IT requirements and identify quality consultants from Internet search using job boards like Dice, Career Builder, Monster, Ladders and Tecfetch and Bullhorn search for appropriate profiles and through Social network LinkedIn sites.
* Hands on experience working on ATS system JobDiva, Having good experience with agreements with Consultants and Sub-Vendors, Worked on tax terms C2C, W2 and 1099.
* Screening of profile, taking preliminary phone interviews and perform reference checks of the candidates.
* Pre-screen & pre-qualify each & every candidate to be submitted, negotiate hourly rates/Salaries with the candidates/Sub contractors, Keep candidate posted with the feedback from clients, Source candidates through various job portals, referrals and networking etc. as well as internal database for the given requirements.

**V Group Inc, Bhopal, India Aug 2014 – Aug 2015**

**Senior Recruiter**

* Responsible to serve our major client's like State of New York, New Jersey, Pennsylvania, Delaware, Ohio, South Carolina and North Carolina, Hands of experience using People fluent VMS requirements.
* Analyze position requirements and responsibilities, and identify other needs within the client’s organization.
* Posted requirement on different paid and free job boards like Dice, Techfetch
* Develop a plan for identifying needed resources including posting, sourcing, screening and other recruitment activities
* Proactively build database of relevant talent
* Proactively recruit by researching, analyzing and forecasting client needs and pipeline applicable candidates through referrals, database searches, user groups, internet searches and job postings.
* Thoroughly screen candidates prior to client submittal, Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant Skill sets, Communication skills, Team Compatibility & Attitude.
* Sourcing & short-listing the candidates as per client's requirements through Headhunting, Portals (portals like, Monster, career builder, dice,), referencing, database generation, social networking sites, and web postings.
* Responsible for recruitment of all positions, skills and levels offshore.
* Worked on both state and commercials client’s requirement.

**CFact (4CI), Bhopal, India Nov 2012 – Aug 2014**

**Technical Recruiter**

* Responsible to serve our major client's like (Oracle Consulting, Oracle ACS, Computer Science Corporation and Deloitte), Evaluated and refined recruitment process to overcome obstacles, delays in serving the requirement.
* Responsible for the full hiring cycle, including sourcing, pre-screening, conducting personal interviews, coordinating technical/managerial interviews, negotiating compensation packages and performing new hire orientations.
* Hand on experience in handling IT Requirements, Hired W2, 1099, TN – Permit and Corp to Corp, managed the hiring and feedback process for the candidates
* Strong database of various contacts in the Industry, Interacting with Account Manager regarding submittals.
* Successfully identifying Technical Talent using various job boards like Dice, Monster, Career -Builder
* Resume Mining - Delivery of resumes via mining of resume banks (monster, postings, etc).
* Understand who the major employers are in the market: Target Company Identification /Intelligence Reporting - create/maintain a list of potential target companies for the particular job, Assisted and provided market intelligence to staffing/sourcing strategy through building relationships and leveraging networks
* Develop and manage relationships with real and potential candidates, Distribute resumes in recruiter folders