Abid Karim Khan

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Professional Summary:

- Over 12 years of Recruitment/Talent Acquisition experience in various sectors like IT, Non-IT, Banking, Engineering, Pharmaceutical and Healthcare, encompassing the full lifecycle recruiting process.
- My responsibilities have included sourcing, screening, cold calling, interviewing, headhunting, negotiating compensation, conducting reference and technical checks, technical evaluations, and client interactions.
- Over 5 years experience in Team Leading, Account and Delivery Management in Human Resources. Well-versed with technical recruiting, internet recruiting, talent acquisition, benefits negotiation, contract recruitment, sourcing, staff augmentation, staffing services, and screening resumes.
- Extensive experience in using Indeed, LinkedIn, Naukri.com, Dice, Monster, CareerBuilder, and many other sources, tools such as Yahoo, Google, Social Media, References, and Networking for sourcing IT and Non-IT.
- Expert level experience in using Applicant Tracking Systems (ATS) like JobDiva, CEIPAL and CATS and Vendor Management Systems (VMS) like Fieldglass, Wand/Magnit and VectorVMS.
- Experience in using Mass Mail / Bulk Mail tools like Vertical Response, Sendouts, and CBiz. Also used various companies' Database Management Systems (DMS) called A2Z and MS Access.
- Excellent knowledge and understanding of Work Authorizations, Visa Status, Tax Term, Time Zone, Areas, and Locations of United States, Canada and India. Expert level knowledge and experience in finding qualified candidates, understanding genuine and fake resumes, visas, work permits of interested candidates.
- Working experience with AI (Artificial Intelligence) tools for various aspects of the recruitment process like Initial Screening and Candidate Matching, Automated Responses to FAQs and Candidate Engagement.

Technical Skills:

- Software Applications: MS-Word, MS-PowerPoint, MS-Excel, MS-Outlook, MS-Access
- Programming Languages: Java, C++, HTML, XML, UML
- RDBMS: SQL Server 7.0, MS-Access
- Operating System: Windows 95/98/2000/XP/NT/2007, MS-DOS, Unix, Linux

Certifications & Training:

- Honors Diploma in Web Centric Computing (HWC) from NIIT, Kolkata.
- Naukri Maestro Recruiter Certified from Naukri.com.
- Certificate in "Excel with LinkedIn Recruiter Assessment" from LinkedIn Talent Solutions.
- Generative AI: The Evolution of Thoughtful Online Search from LinkedIn Learning.
- Certificate of Completion in Human Resource Management (HRM) from Great Learning Academy.
- Certificate of Completion in Project Management 101 from SimpliLearn|SkillUp.
- Certificate of Completion in "ChatGPT for HR" from Great Learning Academy.
- Certificate of Completion in "Introduction to Digital Marketing" from Great Learning Academy.
- Certificate of Completion in "ChatGPT-3.5 & ChatGPT-4" from Great Learning Academy.
- Certificate Course in Computer Hardware from Imperial Computers, Kolkata.

Education:

- Master's Programme in Business Administration (MBA) from NIMT, Delhi in 2009 - (Distance-Learning)
- Bachelor of Arts from Binova Bhave University, Hazaribagh in 2004 – (Full-time).

PROFESSIONAL EXPERIENCE:

TalentBurst Inc., Gurgaon
March 2021 – August 2023
Senior Team Lead – Recruitment/Talent Acquisition
- Involved in Full Life Cycle Recruiting, Talent Acquisition, Recruitment Management, Diversity Recruiting, Digital & Internet Recruiting, Compensation Negotiation, Relationship Building, Training & Development and HR Consulting.
- Independently handling and working for clients like Adobe Systems, Salesforce.com, Mattel Inc., GAP Inc., Corning Inc., First Republic Bank, LA County, Abbott Laboratories, Mass General Brigham, Apple and Dell Inc. for US/Canada locations.
- Extensive use of VMS (Vendor Management Systems) like Fieldglass, Wand / Magnit, Beeline, for various purposes which includes getting job roles / requirements, resumes submissions / withdrawal, scheduling / cancelling interviews etc.
- Worked closely with MSPs Coordinators and Hiring Managers to ensure proper understanding, any changes in requirements and expectations of the job.
- Attended client's call scheduled with Hiring Managers on Teams/Zoom Video to discuss the role in detail on daily basis and shared the same information with recruiter working on that role.
- Involved in leading a team of 5 - 6 Recruiters, assigning them requirements via JobDiva and helping them in overall recruitment process, achieving targets, closures, and submissions.
- Providing full life cycle recruiting - Sourcing, screening, and interviewing viable candidates, offer negotiations, reference check and on boarding formalities via ATS (JobDiva) for open positions including permanent, contract, and contract-to-hire positions.
- Extensive use of Jobdiva, Fieldglass, Wand/Magnit, Indeed, LinkedIn for getting requirements, submitting resumes, posting and searching.
- Independently worked on IT/Non-IT requirements received from direct clients on daily basis and submitted resumes on assigned VMS.

Avenues International Inc., New Delhi
August 2019 – February 2021
Delivery Manager – HR Recruitment/Talent Acquisition
- Responsible for handling requirements from direct clients like FISA-OPA, NYS-HBITS, Computer Aid Inc. (CAI), New York City Administration for Children's Services (NYC-ACS), Bloomberg and Kaiser Permanente.
- Overall managed IT requirements from Federal/State Clients using MSPs/VMSs like VectorVMS, Peopleclick.
- Involved in managing and mentoring US/Canada Recruitment Team (Team Leads and Technical Recruiters) for accomplishment of organization goals.
- Provide direction and support to the team for building capability and better client servicing which included providing guidelines for over-the-counter interaction with customers.
- Responsible for providing training and building team and helping them in overall recruitment process, achieving targets, closures, and submissions.
- Closely working with company's Director and CEO and assisting them in entire recruitment life cycle which includes understanding requirements, client interaction, requirement gathering, revenue management, team targets, team management, requirement allocation and overall training.
- Create an environment that sustains and encourages high performance and motivate teams in optimizing their contribution levels.
- Involved in internal team recruitment, training of new recruits, documentation, database creation and management, process improvement activities, performance appraisal and issue resolution.
- Preparation of reports and presentations with the help of MS Office (Word / Excel / PowerPoint / Outlook).

ReqRoute Inc., Remote (Delhi)
August 2015 – July 2019
Recruitment Lead - Talent Acquisition/Human Resources
- Involved in leading a team of 5 - 6 Technical Recruiters and helping them in overall recruitment process, achieving targets, closures, and submissions.
- Closely working with Recruitment Head and Account Managers and assisting them in entire recruitment life cycle which includes understanding requirements, client interaction, requirement gathering, revenue management, team targets, team management, requirement allocation and training.
- Responsible for initial short listing of profiles in accordance with the job requirements in hand, maintaining interview schedule process, finalizing the offer, preparing the offer, and following up till joining.
- As a Lead, ensured that an adequate number of qualified candidates is submitted for all assigned client requirements in a timely manner. Extensive use of Dice, Monster, CareerBuilder and CIEPAL.
- As a Lead, conducted initial interviews over the phone to determine experience and skill level and ensure the candidate is available and ready to take up the position.
- As a Lead, ensured that resume appropriately reflects candidate's experience and skills before submitting the profile to clients.
- Arranged for client interviews and possible offer of employment and ensuring appropriate paperwork is done for Placements.
- Research and recommend new sources for active and passive candidate recruiting. Creating job descriptions and developing a pool of qualified candidates in advance of need.

Additional Experience

Pyramid IT Consulting (P) Ltd, Noida
May 2014 – July 2015
Sr. HR Executive - Recruitment

US Tech Solutions (P) Ltd, Noida
October 2009 – March 2010
Technical Recruiter

FCS Software Solutions Ltd, Noida
January 2007 – September 2008
Executive IT Recruitment

Freelance / Part-Time (Most Recent)

TalentXO / Lexicon Resources
September 2023 – August 2024 (1 year)
HR Recruiter (India & US/Canada Market)
- As a Freelance IT Recruiter in the Indian market, responsible for connecting qualified IT professionals with job opportunities using LinkedIn, Naukri, Monster, and Indeed. Involved in candidate sourcing and screening, interview coordination, negotiation, market research, networking, feedback collection, and the use of technology tools. (several IT clients)
- As a Part-Time IT Recruiter in the US/Canada market, responsible for connecting with qualified IT professionals with job opportunities using Dice, LinkedIn, Monster, and Indeed. Involved in candidate sourcing and screening, interview coordination, salary negotiation and closures. (Clients: IBM & Randstad).