

Abdul khadar Jilani Shaik

| IT RECRUITER (TEAM LEAD) |

OBJECTIVE

Seeking a challenging position in a reputable organization to expand and utilize my learning skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

EXPERIENCE

PEOPLE FRAME - IT RECRUITER LEAD/HR – MADHAPUR, TS,INDIA.

Jan 2023 – Current

- Collaborate with direct clients and state clients
- Partner with implementation partners
- Manage C2C (Corp-to-Corp) arrangements and Oversee C2H (Contract-to-Hire) roles. Handle W2 (employee) positions
- Understand client requirements and expectations.
- Source resumes via job portals (Monster, Dice, CareerBuilder) and LinkedIn, especially for C2C roles.
- Conduct email marketing using vendor lists and post job openings on Google.
- Screen candidates (US citizens, H1B, GC holders) for various contract positions (C2C, W2, 1099).

CAREERS LINK - HR TECHNICAL RECRUITER – NARAYANGUDA, TS,INDIA.

Jan 2022 – Jan 2023

- Maintain applicant tracking and candidate management systems.
- Develop recruiting strategies to identify and network with qualified candidates.
- Advertise job openings on social media and job boards.
- Conduct reference checks and background screenings to verify candidate information.
- Coordinate interview schedules with management.
- Demonstrate strong negotiation, problem-solving, and time management skills.
- Maintain daily, weekly, and monthly recruitment reports. Collaborate with direct clients, prime vendors, and implementation partners

WORK ON STATE CLIENTS:

- State of California
- State of Florida
- State of Maryland
- State of Michigan
- State of Minnesota
- State of Mississippi
- State of Montana
- State of New Mexico
- State of New York
- State of North Carolina
- State of Pennsylvania
- State of South Carolina
- State of Texas
- State of Utah
- State of Virginia
- State of Washington

WORKING ON VISA:

- H1b
- Gc
- Use

TAX TERMS:

- C2c
- 1099
- W2

WORKING ONLY DIRECT CLIENTS:

- TX HHSC-Texas Health and Human Services.
- Colorado (OIT)-Governor's Office of Information Technology.
- VA (VDOT) Virginia Department of Transportation.
- NC (NCDHHS-NCFAST)-NC Department of Health and Human ...
- (CT DAS) -Connecticut Department of Administrative Services.
- VA (VITA) -Virginia Information Technologies Agency.
- NC (NCDOT)-N.C. Department of Transportation.

WORKING REQUIREMENTS:

- Project Manager
- Business Analyst
- JAVA DEVELOPER, . NET
- Data Analyst
- Scrum Master
- Network Engineer
- Security Analyst
- ORACLE DBA ANA ORACLE APEX
- SALESFORCE
- AWS AZURE CLOUD
- MAINFRAME

COMPETENCIES:

- Optimistic, Fast Learner, Adapt Well to challenges and pressures in workplace.
- Work effectively with diverse group of people.
- Ambitious, Hardworking and committed to excellence.

DECLARATION: I here declare that the above mentioned statement is correct & true to the best of my knowledge & belief.



CONTACT

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Location: SHARJAH UAE.

EDUCATION

Bachelors of Technology
GDMM college of engineering and technology, 2017-2021
Electronics and communications engineering(ECE)
GPA – 6.81

SKILLS

TECHNICAL SKILLS:

- Basics of MS Office
- Typing
- Basic internet concepts.
- SQL
- JAVA

PERSONAL SKILLS:

- Hardworking and Dedicated
- Honesty & Reliability
- Good communication and analytical skills
- Easy adaptability to situations.
- Trustworthy
- Leadership quality.

PERSONAL DETAILS:

Date of birth: 20 / 01 / 2000
Gender: male
Religion: Muslim
Nationality: Indian
Civil status: single

PASSPORT DETAILS:

Passport number: W2251999
Date of issue: 08/07/2022
Date of expiry: 07/07/2032
Visa status: Visiting Visa

LANGUAGES:

- Telugu
- Hindi
- Urdu
- English

Place: Hyderabad
Signature: (SK Jilani)