NAHID SULTANA

SENIOR TALENT ACQUISITION SPECIALIST

Dubai , UAE

+971 567491658

sultananahid922@gmail.com

SKILLS

COMMUNICATIONS

COORDINATING

RECRUITMENT STRATEGIES

APPLICATION TRACKING SYSTEM (ATS)

NEGOTIATION

LANGUAGES

ENGLISH

HINDI

URDU

EDUCATION

BACHELOR

Bachelor of Commerce (BCom) /
University of Delhi

ABOUT ME

- Around 4 years and 8 months of experience worked as a Talent Acquisition Specialist with US Staffing. Extensive knowledge of the recruitment and hiring procedures, including sourcing, interviewing, verifying references, tracking, negotiating salaries, and closing.

- I worked for a set of direct clients, including Amazon, PayPal, T-Mobile, eBay, Microsoft, Best Buy, and PepsiCo. Also worked with implementation partners HCL, Cognizant, Mphasis, Trigent, and Tech Mahindra.

- Recruitment for all tax-related contract, w2 and full-time positions, for US citizens, Green Card holders, and recipients of OPT, EAD, CPT, H4EAD, H1B, and TN status for w2 jobs as well as C2C positions

- I have expertise using numerous job boards and applicant tracking systems (ATS) such as Job Diva, as well as portals such as Monster, Dice, Sixth Sense, LinkedIn Premium, and Ceipal for sourcing resumes.

WORK EXPERIENCE

ADITI CONSULTING
Bangalore, India
Dec 2022 - Apr 2023

Sr. Talent Acquisition Specialist

- Responsible for full-cycle recruitment on full-time, W2, and C2C for IT and non-IT candidates supporting various clients like Amazon, PayPal, Microsoft, Meta, Best Buy, and PepsiCo.

- Sourcing and recruiting for mostly all types of job roles: software developer engineer, network architect, Net Engineer, Database Administrator, Systems Analysts, Support Specialists, IT Project Manager, Data Scientist, Data Engineer, Full Stack Developer or Engineer, Java Developer, Python Developer, Devops Engineer, Cloud Engineer or Architecture, AWS Cloud Engineer, Infrastructure PM.

- Quality Assurance Engineer, Automation Tester, Mobile Tester, Business Analyst, Product Manager, Program Manager, Graphic Designer, Web Developer, Web Designer, UX $ UI Designer, Market Research Analyst, Digital Marketing Strategist, Business Development Manager.

- Also worked on Admin roles like hiring and sourcing for Recruiters profile, Talent Acquisitions,Coordinators, HR there we are looking for a candidate who has worked on IT/NON IT/Technical roles mostly.

- Extensive expertise in handling recruitment, and post recruitment activities, which include hiring the right candidate, conducting joining formalities, and induction.

- I used different ATS (JobDiva, Ceipal), portals (Monster, Dice, CareerBuilder), and social platforms like LinkedIn Recruiter for sourcing the resumes.

- Recruiting citizens, Green Card holders, and H4EAD, CPT, OPT OR OPT EAD consultants as per the client requirement for various projects on W2 for contract roles and full-time roles.

- Coordinating with consultants for interview schedules, logistics, background checks, and drug tests.
- Having Extensive Experience in handling H1, Green Card and US Citizens Worked on USA (W2, Corp to Corp).

E- SOLUTIONS
Noida, India
Aug 2018 - Dec 2022

Talent Acquisition Specialist

- Experience in US IT staffing as a Talent Acquisition Specialist. Highly effective in utilizing best practices in recruiting, sourcing candidates through conventional means.
- Responding urgently to multiple order requests with a goal to have each position filled while meeting time constraints and deadlines.
- Strong knowledge of recruiting and hiring processes, including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- I performed technical interviews, coordinated online skills tests, scheduled phone interviews with the client, generated the place order, and managed the internal database for my consultants or candidates.
- Clear understanding of terms US citizen/GC/EAD/H1B and other visa status as well as Tax Terms 1099/Corp to Corp/W2 etc. Worked with different implementation partners like Mphasis, Hexaware, TechM, Wipro and MSP'S or VM'S Reqs.
- Have excellent technical, interpersonal, and communication skills.
- Extensive expertise in handling recruitment, and post recruitment activities, which include hiring the right candidate, conducting joining formalities, and induction. Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.