

# Mohammed Ajmal

## IT Recruitment Coordinator



Bur Dubai, Dubai

+971 523482139

[mohammedajmal9900@gmail.com](mailto:mohammedajmal9900@gmail.com)

LinkedIn: [linkedin.com/in/mohammad-ajmal-226666170/](https://www.linkedin.com/in/mohammad-ajmal-226666170/)

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### Summary

Goal-oriented individual with a pleasant personality and a tenacity that knows no restrictions. Proficiency at grasping new technical concepts quickly & utilizing it in a productive manner. An effective communicator with strong analytical, interpersonal and problem-solving abilities.

Looking forward to a quantum leap in learning that is facilitated in a dynamic and challenging environment.

### Experience

#### Lancesoft Inc / IT Recruitment Coordinator

February 2020 – February 2021, Bangalore

- Responsible for USA and Canada IT & Non-IT recruitment analysis and Process of recruitment
- Coordinate with IT team leaders to forecast department goals and hiring needs.
- Understanding the client needs and matching our products based on technical and budget feasibilities
- Compose job offer letters
- Keep up-to-date with new technological trends and products.

#### Technical Skills:

- SQL
- JAVA
- HTML, CSS, JAVASCRIPT
- Basic Knowledge on Salesforce
- MS Office 365

#### Soft Skills:

- Communication
- Adaptability
- Problem-solving
- Interpersonal skills

#### Extramarks Education India Pvt Ltd/ BDE

May 2019 - January 2020, Bangalore`

- Identifying, qualifying, and securing business opportunities.
- Coordinating business generation activities.
- Building business relationships with current and potential clients
- Creating informative presentations; presenting and delivering information to potential clients
- Maintaining a pipeline of all sales administration using CRM software

### Education

#### Don Bosco Institute of Technology / Computer Science and Engineering

2015 - 2019, Bangalore

### Projects

A Project on Web Development using HTML and PHP.

A Project on "The Smart System Connecting E-Health System to Cloud".