Syed Osman
Certified Senior Technical Recruitment Specialist

To continue focus and achieve greater expertise in IT Recruitment, Human resources, Technical resources adopting the latest strategies inline with the industry requirements with a high growth oriented organization.

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📍 Dubai, United Arab Emirates   in linkedin.com/in/syed-osman-0a0739ba

SKILLS

Full Life-Cycle Recruitment   Screening   Interviewing   Strong Negotiation   Client Management

Marketing/ Outreach   Team Building   Excellent interpersonal abilities

WORK EXPERIENCE

Recruitment Specialist
Legacy Employment Services

12/2020 - 05/2021   *Dubai, United Arab Emirates*
Legacy provides HR and IT services with the utmost expertise in talent acquisition, payroll management, visa processing and on/off-boarding
Roles and responsibilities

- Responsible for all round recruitment in IT & Non IT positions across GCC region for various domains
- Hands-on experience in various methodologies of sourcing like Headhunting, Networking, Employee Referrals, and Internet sourcing for low-cost hiring
- Covering the local market on all job boards using Boolean search and title search across Naukri Gulf, Indeed, monster gulf, LinkedIn etc
- Attending client calls to understand the technical aspects and business requirements
- Screening the candidates as per the required skillset and arrange for the final interviews with the client management teams
- Working on a high volume requirements and delivered right candidates to the clients within the quick turnaround time.
- Schedule interviews by preparing the consultants regarding the client ideology, work culture they might be expected to blend-in
- Extending the offer and checking if the consultant is fully stable to proceed ahead with onboarding process

IT Recruiter (U.S)
Spectraforce Technologies

04/2018 - 12/2020   *Hyderabad, India*
SPECTRAFORCE is an award winning global staffing, IT services and consulting company that specializes in providing top talent and solutions for clients throughout North America and India. We pride ourselves on our partnership with our clients, MSP/VMS providers, and our employees, who have enabled us to continually be ranked as a Top Supplier in the 75+ different clients we support. Client Industries: Life Sciences, Healthcare, Oil & Gas, Energy & Utility, Financial Services, Insurance Logistics, Telecommunications, Automotive, Technology, Software.
Roles and responsibilities

- A Complete knowledge of Full Life-Cycle recruiting including screening and interviewing.
- Using all methodologies of sourcing like Head hunting, Networking, Employee Referrals, and Internet Sourcing for low-cost hiring.
- Taking the client calls to understand the detail about each and every job and work as per the client's requirements.
- Covering the local market on all job boards using Boolean search and title search in all portals including Dice, Monster, Carrier builder, indeed, etc.
- Review resumes and takes technical/basic interviews of candidate to find out the technical strength and stability on all aspects.
- Understand the candidate priorities and match it with client requirements and proceed further.
- Submitting the profiles on client portals using VMS system (Fieldglass, Ariba, Econometrix, Beeline)
- Scheduling the client interviews by giving a short preparation to the candidates to make the process smoother.
- Following up with the client for the offer and keep the consultant warm and available till confirmation and responsible for extending offers and explaining the Immigration process involved in Visa transfer process if required
- Finalizing the on-boarding process for the consultant at the client location

WORK EXPERIENCE

Technical Consultant
Tech Mahindra

04/2017 - 04/2018   *Hyderabad, India*
Roles and responsibilities

- Responsible to provide end-user support to the users of Internet service provider over the phone.
- Performing troubleshooting of networking issues using live and real-time applications.
- Resolved various technical and software application issues using Oracle CRM within a short span of time.
- Managed and maintained the data using various applications.
- Escalated the major technical issues to the back end support team using outlook.
- Worked using Avaya Application to take inbound and outbound calls to resolve and raise the tickets.
- Provided end-user application support for installations and upgrading of applications
- Worked as backup SME on the floor and reported to the manager.

EDUCATION

Bachelors in Technology
JNTUH

Courses
- B.TECH (Computers)

Intermediate
MNR Junior College

Courses
- Mathematics, Physics and Chemistry

Certified Recruiter (Certification id AX2625)
Naukri Gulf