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**Syed Ahmad Karim**

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**PROFILE SUMMARY**

* A competent professional with an experience around 4+ Years in End to End Recruitment.
* Worked closely with the business, hiring managers, DH.
* Handled automotive and IT requirements and supporting for internal hiring on Niche skills.
* Worked closely with Business, from requirement gathering to till deployed the right fit of candidate.
* Have good exposure on client handling and deliver the best.
* Gained experience in managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements and developing training & development initiatives for quality enhancement
* Possess excellent communication, interpersonal, leadership, planning, analytical and problem solving skills
* Comfortable working with Permanent, Contractual Role, Contract to Hire.
* Experience in Smart Recruiter tool.

 **Area of Expertise**

 **Sourcing, Volume Hiring, IT & Automotive Hiring, Smart Recruiter Tool, Stakeholder Management, Vendor Management, LinkedIn, Boolean Search, Employee Recruitment & Retention, Offer Letter generation, BGV, Knowledge of GitHub and Stack over flow search.**

**EDUCATION**

B.Tech in Electronics and Communications from Maulana Azad College of Engineering and Technology, Patna, Passed in 2013

**WORK EXPERIENCE**

***Worked as a END to END Recruiter in ROBERT BOSCH ENGINEERING AND BUSINESS SOL. since Dec 2018 to Nov 2020 - Bangalore***

* Responsible to fulfil the positions for various business units within cycle time.
* Sourcing the candidate from various portal like Naukri, LinkedIn, google X-Ray Search, Monster etc.
* Handling one section individually.
* Closely working with Delivery Managers, Hiring Managers and Dept. Head for resource planning, hiring forecasting and understanding the requirements for hiring.
* Sourcing through Job boards, Employee Referrals and social media websites like LinkedIn etc.
* Attending weekly reviews with resource Managers and Business.
* Maintaining MIS Report for entire business unit for tracking on boarded resource and forecasted hiring.
* Expertise in Full Recruitment for Junior and senior Level.
* Extensive experience in handling and managing MEGA Drives Successfully within Campus and Outstation.
* End to End Follow-up with the candidates (Pre and Post offer letter related issues).
* Successfully handling Vendor Management for SUB-CON and permanent hiring.
* Maintaining tracker daily, weekly and Monthly basis.
* Pre-Registration for Candidates
* To Book the Room In Advance using Room Booking Tool .To File and maintain a record of rejected candidates for Future Audits.
* Interview Feedback Collection post Interviews to take next step in recruitment process.
* Salary Negotiations for Selected candidates.
* Candidate Turn down Emails/Phone calls.
* Offer Letter Generation and Distribution.
* Facilitating BGV (Background Verification) process.
* Initiating Relocation Process for Outstation candidates.
* Taking care of the travel Reimbursement Process for all out stationed candidates.
* Filing Of offer letters.
* Documentation process and pre on boarding formalities.
* Supporting for Campus On boarding.
* Document verification of fresher’s.

***Expertise in hiring candidates for following skills –***

* **Automotive Technology** : Embedded Developer, Embedded Tester, Autosar with Cyber security, Autosar Memory Stack Developer, Embedded C++ QNX developer, Software Integrator, V&V Engineer, CAN, Diagnostics, Testing Specialist, AUTOSAR Developer, PROJECT COMPONENT MANAGER, Test Lead, Software Architect, Cluster Development, Matlab Developer, HIL Testing, BSW Developer, MEM STACK, Vehicle Integration.
* **IT Skills *:*** C++, Python Developer, Web Application Developer, Java Developer,
* **Tool Used : Smart Recruiter Tool**

***Name of the Company: Capgemini India Private Limited***

***Role: HR Executive***

***Duration: April 2018 to Nov 2018***

* Responsible for full-life cycle Recruiting experience that includes sourcing, screening, scheduling, and closing. working for software development requirements for internally and supporting for client requirements for Automotive domain.
* Sourcing and short -listing the resumes, through various job portals like Naukri, job posting on different job portals.
* Currently handling Automotive client requirements and supporting for internal hiring on Niche skills.
* Conducting the preliminary telephonic interview to judge communication skills, confidence level, expertise in given kills, and qualifications.
* Submitting the best consultants to the client, scheduling interviews and assisting the consultant till he is placed with the client.
* Extensive experience and clear understanding of recruitment process
* Handling the IT positions across technologies.
* Coordinating for arranging interviews of the short listed candidates
* Carrying out all the correspondence related with recruitment; e-mails, telephonic conversations Track reports / status of interviews. etc.
* Regular follow up with selected consultants.
* Preparing and Updating MIS Reports on Daily, weekly and Monthly basis.

**Working for reputed clients:**

**AUTOMOTIVE: Mercedes Benz, General Motors, and Continental Automotive. Etc.**

**AUTOMATION, C#.net, VBA: Schneider Electrics, Philips**

**Expert in hiring CAN/AUTOSAR (BSW/COM STACK),MATLAB/Simulink, HILTesting, Verification and validation, Autosar development**, **Vehicle Design, Cluster Development, BCM Validation, Dev Val, BCM Integration etc.**

***Name of the Company: Talent Lend***

***Role: Talent Acquisition***

***Duration: October 2016 to March 2018***

**Role:**

* Worked as Technology recruiter end to end recruitments for .Net, Java, Selenium, ETL, Oracle DBA, C, C++, Networking etc….
* Sourcing of relevant candidates through channels like Job Boards, Social Media Internal Database & Employee Referrals
* Has done Sourcing and Staffing in various phases of the full recruiting cycle from qualifying of requisition, to sourcing, screening, interviewing, negotiating compensation, hire and on-board the highest quality candidates in critical skill areas.
* Able to multi-task and effectively prioritize responsibilities Used various sourcing channels to include, resume mining, diversity resources, networking and direct sourcing to build and maintain quality candidate pipeline.
* Hands on approach to all stages of recruiting and hiring processes including sourcing, Conduct phone screens, engage in in-person interviews and Manage complete interview to-hire process with the hiring client managers and/or representatives.
* Team-focused player who works well with individuals and teams to creatively problem-solve and to move cohesively towards a goal.
* Excellent verbal and communication skills can communicate professionally and very effectively with both technical and non-technical personnel at all levels
* Identifying and sourcing appropriate talent for current open roles within the organization
* Ensuring completion of tasks with accuracy and in an efficient manner, within SLAs
* Talent Acquisition (Process pre-employment background checks, offer letters, processing candidates to hired and handling pre-employment inquiries),
* Updating relevant HR system(s) to ensure consistent, accurate, and timely data entry
* Participating in drive process improvement initiatives for functional area of expertise

**CLIENTS :ITC Infotech, Wipro, HCL, Infosys, Servion Global, UST Global, Aconex, Technicolor, TCS, Cognizant.**

**PERSONAL DETAILS**

Father Name : MD Ehsan Karim

Marital Status : Single

Languages Known : Urdu, English and Hindi

Address : : Sharjah UAE

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Syed Ahmad Karim

Signature