**Imran Khan**

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 **SUMMARY**

* Extensive experience in Full Life Cycle of IT Recruiting/Resourcing Process, staffing work-flow, Account Management and leading teams onsite and offshore Management/Recruitment/ Resourcing, which combines Staffing Operations, Human Resources & General Management.
* As a Team Lead determined to meet and exceed goals on a consistent basis by utilizing strong interpersonal communications, organizational, presentation skills and strategically build and maintain profitable business relationships.
* Headed teams varying in sizes of 10 employees to over 15 employees.
* Enlist a consultative approach with the goal of establishing long-term loyalty from clients, employees and subcontractor companies.
* Experienced in vetting potential candidates, determine suitability for current and future requirements, schedule, guide and prepare them for interview and hiring process with clients.
* Experienced in screening for soft skills, determine culture fit, salary negotiations, on-boarding, induction etc. in conjunction with HR department
* Demonstrated ability to recruit candidates at all levels with different skills for a broad/deep range of positions on a national, multi-location level.
* Proven Ability to learn, comprehend, and articulate complex requirements.
* Proficient in using applicant tracking/database systems and vendor management systems.

**EDUCATION**

* Bachelor in Commerce with Computer s

**Work Experience**

**Sedna Consulting Group**

**Talent Acquisition Manager June 2015 -Feb 2016**

**Responsibilities:**

* Responsible for Client Relationship / Accounts Management / Recruitment for direct clients.
* Responsible for developing and maintaining Client Relationships and develop existing accounts
* Hands on Recruitment Lead - Handling, developing and managing all activities of a 7-member recruiting team.
* Teaming up with the SM / BDM to achieve organizational goals on sales, client augmentation and satisfaction.
* Introduced Application Tracking System (Job Diva) and streamlined recruitment processes, established a company database, enhanced quality, increased count of submissions and improved monthly recruitment efficiency and performance.
* Leading, mentoring and managing team of RECUITMENT/SOURCING.
* Involved in hiring Account Managers & Recruiters including orientation and process definition to multiply the business focusing on various directions.

**Armo Consultants.**

**Recruiting Manager March 2014 - May – 2015**

**Talent logic Inc., Hyderabad January 2009- January 2014**

 **Staffing Manager**

* Lead a Team of 10 recruiters
* Responsible for recruiting candidates of all levels like Contract, Contract-to-Hire and Full-time.
* Sourcing, recruiting, and qualifying technical and professional candidates across multiple disciplines building efficient and complete workforce solutions.
* Post job openings, process applications,
* Assist verifying employment separation, contracts and compensation in compliance with organization policies, contracts, laws, and agreements.
* Ensures open channel of communication with Business Development Managers and candidates for appropriate skill match, experience and knowledge in relation to the Client requirements.
* Deep knowledge and experience working for a high volume of requisitions, finding the right talent for various positions through major industries like Engineering, I.T, Manufacturing, Accounting, Oil & Gas, Energy, Construction, Aerospace, Health Care etc.
* Expert hand-on with LinkedIn, Jigsaw, Jobvertise, Indeed as a major resource in finding qualified candidates with optimal experience.
* Advanced Boolean search expert with CareerBuilder, Dice and Monster.
* Involved in real-time recruitment of H-1B, EAD, TN Visa, Permanent Residents (Green Cards) and U.S Citizens
* Cold calling / passive recruiting, internet and direct sourcing through job boards, internal/external databases, vendor’s hot lists and referrals.

**GE Money, Hyderabad Oct 2006 - Nov 2008**

**Process Developer**

* Took escalated calls and resolved any issues of the customers
* Attentively listening to the calls of the new agents and providing them timely feedback
* Responsible for making weekly and mo

**Web help Global Services Hyderabad Aug 2003 – Sep 2006**

**Contact Center Executive**

* Dealt with issues related to cancelling of the service, updating credit card information on the database and also updating personal information on customer’s request.
* Maintained the response time that was getting back to the customer within 24 hours time.
* Achieved customer satisfaction targets fixed by the client.
* Maintained the quality of the service for which the quality department would review the work done by each representative.

**Strengths:**

* Strong Communication (Oral & written), presentation & interpersonal skills
* Excellent attitude, leadership, management & team skills.
* Organizing abilities &possess high degree of adaptability to new environments.
* Very dynamic, hardworking and has ability to work under pressure.