

# INTESHAR AHMAD

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## OBJECTIVE

Looking for an opportunity in an organization where I can learn and develop new skills and acquire knowledge and use them in the development and growth of the organization and achieve my personal goals.

## SUMMARY

- Around 7 months of experience into Recruitment (IT Recruiter/ HR Operations).
- As a Technical Recruiter with a strong passion to connect talent with the opportunity.
- I am very adaptive to changing directions as I have worked for Clients with large scale, high volume and fast pace environment.
- Able to multi - task and handle various client and job requirements simultaneously.
- Aggressive and self-motivated with excellent communication and negotiation skills.
- Excellent liaison between the employer and candidates in all aspects of HR functions.
- Well versed in business process of recruiting and maintain relationships with hiring managers to stay abreast of current and future hiring and business needs.
- Experience working as a complete life cycle recruiter right from advertising, filtering resumes, job posting, pre-screening, Technical interviewing, Personal interviewing, initiating background/reference checks, calling prospects and closing the requirement. Interview applicants to obtain information on work history, training, education, and job skills.

## EXPERIENCE

### **KGS Technology Group**

HR Recruiter / Operations:

(10 May 2023 – Present)

- Providing clear metrics and data to provide accurate assessment of operational performance on a period basic.
- Managing the HR Associates Programmer in order to provide level entry HR support across the HR functions and develop at talent pipeline for level entry roles.
- Continue to stabilize and improve solution and its integration with various service providers. Determine business case for work in light of changing platforms.
- End to end recruitment from planning, implementation of recruitment strategy based on need. Manage onsite interviews, recruit technical and high-level management positions and proficient
- Partner with Account/Delivery Managers to define specific roles, technology, locations and functional areas.
- Develop and sustain strong relationships with management through proactive communication and commitment to understanding the services and needs of the assigned business lines
- Worked with recruiting team to identify most effective sourcing channels (advertisements, sourcing agencies, portals and referrals) and monitor the effectiveness of channels to optimize the cost per hire
- Sourced candidates through LinkedIn Recruiter, Dice, Monster, Career Builder, Tech Fetch Networking events, Employee referrals, Ladders, Indeed and Boolean searches (Google, Bing, Yahoo).
- Communicating with candidates over the phone and mails regarding job opportunity and services and maintaining records of them in Google Sheets.
- Acquired relevant knowledge of US Tax Terms like C2C, W2 and have knowledge of VISA.

## **JOBS INDIA CONSULTANCY**

Human Resource Associate

(03/ April 2022 – 24 May 2022)

- Communicating with HR of different organization on mail regarding our services.
- Responsible for screening, negotiating rates, scheduling and coordinating interviews
- Worked in partnership with Hiring Managers, and other team members to develop a pool of qualified candidates for various software positions.
- Boolean searches to source niche-skill resources.
- Based on the requirement sourcing prospective candidate's and submitting profile to the HR
- Maintaining records of the HR of different organization.

## **EDUCATION**

- Bachelors of Business Administration (BBA) From Pondicherry University With 64.13 % (2022)
- Higher Secondary Education (Commerce) from C.B.S.E Board with 64 % (2019)
- Secondary Education from C.B.S.E Board with 74% (2017)

## **CERTIFICATION**

- Zero Cost Hiring (LLA Professional Training Institute)
- Fundamental of Digital Marketing (Google)

## **SKILLS**

- Strong Verbal and written Communication
- Good knowledge of HR Processes
- Good understanding of payroll & Compliances
- Good Knowledge of MS Excel
- Collaborative
- Time Management

## **LANGUAGE**

English, Hindi, Malayalam, Bengali.

## **EXTRACURRICULAR ACTIVITY**

- Played Various Sports like Cricket, Football, Volleyball in school
- Participated in various intramural Swimming Competition
- Participated in various sports events of local clubs