

Mohammad Istihakhan Pathan

Vadodara, Gujarat, India ✉ istihak.pathan@gmail.com ☎ 6261655071

SUMMARY

To be part of the Talent Acquisition/Recruitment/Resource Management team of an IT Corporate and participate on the organizational growth process to achieve the organizational objectives on set up time frame as well as realize individual professional growth.

Overall, 8 years of experience on end to end IT Recruitment, Technical Screening, Interview Coordination, HR discussion, Salary & Benefit negotiation, on boarding, Requirement analysis & Requirement gathering in the larger Recruitment process.

Extensive experience on web recruitment portals, internal reference, job posting, bulk mail and sites like LinkedIn, Etc.,

*Proficient in IT and Non IT Recruitment, Staffing and serving them with the best of resources.

*Arranging for the telephonic interviews/in-person interviews of the candidates & scheduling their interview as per the availability of the panel.

* Good experience in sourcing, screening, short listing, scheduling, co-ordination and follow up.

*Solid salary negotiation and closing techniques.

*Potential to deliver the result on fixed time frame.

• Update the central database (trackers) in excel and with regard to the shortlisted candidates and rejected candidates.

• Maintain a healthy pipeline of CVs for niche skills and have frequent interactions with the candidates.

• Preparing daily and monthly reports.

• Co-coordinating with candidates for on boarding formalities

• Updating reports to management on Daily and month basis

• Sourcing as well as screening the relevant profiles as per the technical skills sets.

EXPERIENCE

Senior Technical Recruiter

Next Creation Software PVT LTD

September 2023 - Present, Vadodara, GJ

- Responsible for full life cycle recruitment and scope sourcing for IT and Non IT Clients.
- Recognize talent, manage interview loops, negotiation, generate offers, close the position and work very closely with several sub-vendor C2C agencies.
- Effectively recruited IT professionals for contract, contract to hire and Full-Time permanent positions.
- Managing ongoing engagements to deliver outstanding customer service to both clients and candidates
- Using JobDiva as ATS.
- Working on clients' portals like Fieldglass, Beeline, and Bullhorn.
- Established and maintained professional relationships with key candidates for short and long-term opportunities.
- Experienced in negotiating rates on W2, 1099 and Corp-to-Corp (C2C) terms.
- Hands on with Sourcing, and Full Cycle recruiting, quickly builds a pipeline of candidates.

Senior Technical Recruiter

LanceSoft Inc.

November 2022 - August 2023, Vadodara, GJ

- Responsible included full life cycle recruitment and scope sourcing for IT and Non IT Clients.
- Recognize talent, manage interview loops, negotiation, generate offers, close the position and work very closely with several sub-vendor C2C agencies.
- Effectively recruited IT professional for contract, contract to hire and Full-Time permanent positions.
- Managing ongoing engagements to deliver outstanding customer service to both clients and candidates
- Using JobDiva as ATS.
- Working on clients portal like Fieldglass, Beeline, and Star Collaborative ATS.
- Established and maintained professional relationships with key candidates for short and long-term opportunities.
- Experienced in negotiating rates on W2, 1099 and Corp-to-Corp (C2C) terms Specialize in Recruiting for Microsoft professionals for V-positions
- 50% Direct Hire and 50% Contract/Temp.
- Hands on with Sourcing, and Full Cycle recruiting, quickly build pipeline of candidates.

Team Lead/ Sr. Technical Recruiter

Trioptus Inc.

August 2021 - October 2022, Vadodara, GJ

- Responsible for end to end recruitment, interview and selection of candidates for various levels of position openings
- Worked on IT requirements likes Software Engineer, Hadoop Developer/Admin, RPA Developer, Python Developer, Data Scientist, Etc.
- Handling 4 team mates for the firm.
- Build rapport and lasting relationships and networks with all types of candidates.

- Conduct preliminary interviews with candidates to ascertain their competencies, skill and aspirations (based on work, position, salary and relocation communication etc.) and compile candidate submittal reports for each job order that include a ranking (Hot/Warm/Okay) for each candidate and a detailed reason for the ranking.
- Conduct active search for resumes of candidates from job boards such as Monster, Career Builder, Dice, and many other job portals.
- Conduct passive search for candidates who might be interested in a new job through ATS, MSP, social media such as LinkedIn, Zip Recruiter and proprietary databases.
- Complete hands on with recruitment databases like CEIPAL, Job Diva etc.
- Used AIRS and deep sourcing techniques to find candidates that are perfect fit for jobs.

Team Mentor/ Sr. Technical Recruiter

LanceSoft Inc.

October 2019 - August 2021, Vadodara, GJ

- Recognize talent, manage interview loops, negotiation, generate offers, close the position and work very closely with several sub-vendor C2C agencies.
- Effectively recruited IT professional for contract, contract to hire and Full-Time permanent positions.
- Managing ongoing engagements to deliver outstanding customer service to both clients and candidates
- Using JobDiva as ATS.
- Working on clients portal like Fieldglass, Beeline, and Star Collaborative ATS.
- Hands on with Sourcing, and Full Cycle recruiting, quickly build pipeline of candidates.

Business Development Executive/ Sr. Technical Recruiter

Relig Staffing Inc.

January 2018 - August 2019, Vadodara, GJ

- Effectively recruited IT professional for contract, contract to hire and Full-Time permanent positions.
- Managing ongoing engagements to deliver outstanding customer service to both clients and candidates
- Have assisted network Administrator in office for configuring networks and devices.
- Have manually configured VOIP device on DHCP server.
- Installed, troubleshoot and Maintained all VOIP device and software's in office.
- Configured outlook for new recruits in office.
- Maintaining the PST files of every outlook account.
- Established and maintained professional relationships with key candidates for short and long-term opportunities.

Sr. Technical Recruiter - Team Mentor

SoftNice Inc.

November 2016 - December 2017, Vadodara, GJ

- Develop and coordinate targeted marketing including advertising and hosting information sessions.
- Represent the company at community events, promotional presentations, and other events to recruit Mentors.
- Support applicants throughout certification process, providing guidance and managing timelines.

EDUCATION

Bachelor in Commerce

Minor in Accounting • William Carey University • Meghalaya • 2014 • 3.0

SKILLS

Staffing

Recruitment

Human Resource

Resume screening

ATS

job portal

job board

negotiation

communication

Database