**SAMI ANSARI**

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**SUMMARY:**

* Having solid experience in Full Recruitment life cycle in US IT staffing- Contract Placements having 3+ Years of experience in recruitment.
* Solid experience in consultant, employers, vendor negotiation management, sales and marketing resumes.
* Excellent proficiency and knowledge in recruiting and business development techniques such as vendor networking, job boards, (Dice, Monster, etc) Internet search and internal vendors.
* Used personnel contacts and used search agents to find candidates.
* Worked with preferred vendors / clients
* Salary package negotiations include hourly, per day and annual on W2/1099/CtC and CTH.

**EDUCATIONAL QUALIFICATION:**

**B.COM from O U**

**PROFESSIONAL EXPERIENCE:**

**Working with – KHAMUR IT Solution 2011 – TILL Date**

**Responsibilities**

* Analyzing the requirement and sourcing the resumes from different portals, groups, and referrals.
* Screening the profiles according to the market demand for those technologies, their Visa Status, Technical Skills, Communication skills and relocation constraints.
* Judging the communication and suitability of the candidate for the related position by telephonic Interviews.
* Analyzing the requirement specifications.
* Sourcing, Searching, identifying consultants using job boards like Dice & Monster and Internal Database.
* Preparing Search strings and short listing the candidates.
* Finding the availability of the consultant and then conducting tele screening for them.
* Negotiating the rates with the vendors including hourly, per day and annual on W2/1099/C2C/C2H.
* Forwarding the suitable profiles to the client.
* Getting the confirmation from the consultant and employer through E-Mails. On rate confirmation agreement.
* Reporting to the team head.
* Doing a follow up with the consultant if he gets any interview schedule.
* Negotiating the pay package and getting the required documents signed by them as well their employers.
* Taking care of the concerns of the consultants whom I have hired.
* Checking for the referrals from those consultants

**Responsibilities as Recruiter:**

* Analyzing the requirement and sourcing the resumes from different portals, groups, and referrals.
* Screening the profiles according to the market demand for those technologies, their Visa Status, Technical Skills, Communication skills and relocation constraints.
* Judging the communication and suitability of the candidate for the related position by telephonic Interviews.
* Analyzing the requirement specifications.
* Sourcing, Searching, identifying consultants using job boards like Dice & Monster and Internal Database.
* Preparing Search strings and Shortlisting the candidates.
* Finding the availability of the consultant and then conducting tele screening for them.
* Negotiating the rates with the vendors including hourly, per day and annual on W2/1099/C2C/C2H.
* Forwarding the suitable profiles to the client.
* Getting the confirmation from the consultant and employer through E-Mails. On rate confirmation agreement.
* Reporting to the team head.
* Doing a follow up with the consultant if he gets any interview schedule.
* Sound knowledge of total recruitment life cycle and all tax terms like W2, 1099, C2C and C2H.
* Negotiating the pay package and getting the required documents signed by them as well their employers.
* Taking care of the concerns of the consultants whom I have hired.
* Checking for the referrals from those consultants

**Responsibilities as a Marketer :**

* Sourcing and searching the requirements through different job portals like Dice, Monster, career Builder, Indeed and Internal Database.
* Responding to the suitable requirements from the Internal Jobs portal.
* Getting the requirements from different Approved Tier one vendors.
* Posting the consultant profiles in portals like dice, career builder and monster.
* Identifying the suitable requirements for the given consultant’s profile and sending him the requirement.
* Calling the consultant and checking how comfortable the consultant is with that particular requirement and helping the consultant in modifying his profile with some required skills if needed.
* Submitting the consultant’s updated profile with the other required details like his current location, whether he is open for relocation or not, contact no., Email ID,Availability and Rate.
* Calling the vendor to check out whether they have received the profile or not.
* Making a follow up with the vendors and consultant’s and getting the information if any interview is scheduled.
* Doing a follow up with the consultant and the vendor after the interview to check the feedback.
* Getting the confirmation mail and Purchase Order from the Vendors if the client wants to hire the consultant.
* Taking the responsibility till the consultant joins the project and getting the time sheets from them.
* Reporting to the Team Lead and taking her help whenever I face any issues regarding the consultant’s marketing.