

Muzeeb Khan
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Summary:

- Overall, more than 15+ years of experience in the IT/Non-IT Recruitments and consulting Services.
- Experienced in the environment of Technical Recruiting work extraction, Guidance, intellect Professional in recruiting resources in **USA/Canada staffing Europe/Germany/Netherlands/Switzerland/UK.**
- Possess excellent knowledge of recruiting and hiring processes including sourcing, screening, reference checking, tracking, salary negotiations, and closing.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Accountable in Revenue generation, Responsible, loyal, reliable, and lead independent, dedicated worker with high level of enthusiasm and creativity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.
- Thorough knowledge of recruitment, process and implementation.
- Involved in full life cycle process Recruitment Process
- Worked on wide range of web databases for resume mining, www.monster.com, <https://hiring.careerbuilder.com>, www.dice.com, www.jobsahead.com, www.hotjobs.com, www.techfetch.com, www.recruiter.cwjobs.co.uk, www.planetrecruitment.co.uk, www.adzuna.co.uk, www.stepstone.de, www.totaljobs.com, devitjobs.uk, My expertise and typical search arena rather depending job portals to get the candidates from Sourced Candidates from professional networks LinkedIn, Programmers open forums Code Project, Stack Overflow, XDA Developers, Bytes, Code Guru, Code call, Designers Talk, Hot Scripts, Programming Forums, Programmers Heaven, Oracle forum, GitHub, Stack coding communities, android, iOS Developers.
- Used ATS/Data Bases: **RMS, Maxhire, Bullhorn, Taleo Recruiting, Smart Recruiters, Zoho and Used (VMS): InstiHire for Client Vendor Management Services, Progata, Green House and Field glass.**
- Strong communication skills and great leadership ability.
- Excellent Negotiation skills about salaries with candidates and negotiates pay rates with subcontracting companies and close the position.
- Expert in Cold Calling/Salary Negotiation.
- In-depth knowledge of **W2/ 1099/ Corp 2 Corp/ Contract to Hire.**
- Dealt and placed with almost all types authorized consultants such as **Citizens, GCH, GC-EAD, TN Permit.**

Professional Experience:

Bizoforce Inc.

Dec 2024 To Present

Delivery Manager (On-Site)

Bizoforce is a Digital Tech company. We accelerate Digital solutions leveraging pre-built software and our network of best-of-breed suppliers. We partner strategically with companies who seek Next-gen and Digital solutions to business problems. Our strength is in the areas of Artificial Intelligence, Cloud and in building Digital Products. We have offices in the USA and a presence in India.

Responsibilities:

- Review and evaluate resume submissions against position requirements; pre-screen candidates, create pre-screening questionnaires, present candidates to the Resource managers.
- Recommend and administer policies and procedures to enhance operations.
- Communicate with internal (hiring managers/executive staff), and external customers (applicants); respond to written and verbal inquiries.
- Responsible for maintaining Good Process Management
- Responsible for Team Performance Management
- Experience working with Direct Clients.

- Hands-on experience in end-to-end recruitment process across various Technologies/Skills.
- Experience in Recruiting **Citizens, Green Cards, EADs, TN Visa Holders** on all the tax terms (**W2,1099, C2C**).
- Experience negotiating compensation to close a candidate.
- Experience using recruiting portals like **Dice, Monster, indeed, Career Builder and LinkedIn**.
- Managing a team that is providing full lifecycle recruiting support.

Radiant Systems Inc.

March 2023 To Jan 2024

Delivery Lead Recruiter (On-Site)

We are Radiant, a Global Consulting Company that came to light in 1995. We are humbled to claim that our services are being availed by 50 of the Top Fortune 500 Global Corporations. At present, we are running our radar proactively with 1300+ employees and have been serving for over 2 decades now. We have 10 offices in the USA and a presence in Canada, UK, Netherlands, Switzerland, and India.

Responsibilities:

- Review and evaluate resume submissions against position requirements; pre-screen candidates, create pre-screening questionnaires, present candidates to the Resource managers.
- Recommend and administer policies and procedures to enhance operations.
- Communicate with internal (hiring managers/executive staff), and external customers (applicants); respond to written and verbal inquiries.
- Coordinate face-to-face and telephonic interviews Track candidate progress in ATS/spreadsheet; submit weekly metrics report.
- Associated with employee encouragement, motivation and retention initiatives, working constantly to align the aspirations with organization's objectives.
- Team handling/ Team Management experience.
- Very good experience in handling MSPs/VMS processes.
- Experience working with Applicant tracking tools.
- Good interpersonal and team coordination skills
- Responsible for maintaining Good Process Management
- Responsible for Team Performance Management
- Experience working with Direct Clients.
- Hands-on experience in end-to-end recruitment process across various IT/Non-IT Technologies.
- Experience in Recruiting **Citizens, Green Cards, EADs, Visa Holders on all the tax terms (W2)**.

Photon Interactive Pvt. Ltd.

June 2022 to Dec 2022

Senior Manager Human Resources (Remote)

Photon, a global leader in digital transformation services and consulting, works with 40% of the Fortune 100 companies as their digital agency of choice. Through an iterative process of observation, ideation, rapid prototyping, and testing, Photon's creative services blend innovative digital technologies with human-centered design expertise to create meaningful experiences that people love to use. Photon's creative experiences incorporate UX design and development best practices into every step of the application development process. Our team of over 400 design thinkers and creatives worldwide helps global brands craft meaningful, personalized experiences that seamlessly mesh the physical and digital interactions of people, processes, and things.

Responsibilities:

- Team handling/ Team Management experience.
- Very good experience in handling MSPs/VMS processes.
- Experience working with Applicant tracking tools.
- Good interpersonal and team coordination skills
- Responsible for maintaining Good Process Management

- Responsible for Team Performance Management
- Experience working with Direct Clients.
- Hands-on experience in end-to-end recruitment process across various Technologies/Skills.
- Experience in Recruiting **Citizens, Green Cards, EADs, TN Visa Holders** on all the tax terms (**W2,1099**).
- Experience negotiating compensation to close a candidate.
- Experience using recruiting portals like Dice, Monster, indeed, Career Builder and LinkedIn.
- Managing a team that is providing full lifecycle recruiting support.
- Use data to drive business decision-making whilst working with cross-functional teams to pro-actively facilitate workforce planning/forecasting activities.
- Establish key relationships across the business and maintain a high standard of candidate experience and internal client service.
- Supervise the effectiveness of all recruiting efforts, with specific attention paid to the continued flow through the recruiting funnel.
- Work with the local and global Talent Attraction teams to continuously identify innovative ways to engage the best talent on the market as well as improving the way we work.

Next Generation Technology, Inc. (NGT).

Apr 2019 to June 2022

Recruitment Consultant Delivery Lead Recruiter

Next Generation Technology, Inc. Is a unique Organization because of our diverse opportunities, people and environments. At Next Generation Technology, Inc. (NGT) you'll find challenging and meaningful work with endless opportunities for growth. Encore promotes continuous improvement, fosters new ideas, encourages innovation, and individuals who are committed to excellence have the opportunity to make an impact and be rewarded. The high caliber of people who work here aren't just working hard, they're working smart; staying ahead of the curve, questioning conventional wisdom, sharing knowledge, and taking intelligent risks. Next Generation Technology, Inc. (NGT) gives employees the freedom to do what they do best, and the results speak for themselves.

Responsibilities:

- Responsible for supervise the preparation, issuance and delivery of materials, exhibits, and promotion programs.
- Review and evaluate resume submissions against position requirements; pre-screen candidates, create pre-screening questionnaires, present candidates to the Resource managers.
- Recommend and administer policies and procedures to enhance operations.
- Communicate with internal (hiring managers/executive staff), and external customers (applicants); respond to written and verbal inquiries.
- Coordinate face-to-face and telephonic candidate interviews Track candidate progress in ATS/spreadsheet; submit weekly metrics report.
- Associated with employee encouragement, motivation and retention initiatives, working constantly to align the aspirations with organization's objectives.
- Responsible for conducting the weekly meetings and submit the summary of the status reports of the all the team heads to the C-level management.
- Assigning requirements to Team Leads/Sr. Recruiters as soon as they come in from the VMS.
- Work with RM and Recruiter to get the requirements assigned as they come out of the system.
- Highlight the required skills for the job before sending them to the recruiter.
- If there is not enough info on the requirement or the rates are not appropriate or any details are missing, then work with the Account Manager to get additional info for the recruiting team.
- Analyzing the availability of recruiters, check to confirm availability with the Recruiting Manager and assign the requirements to the available recruiters.
- Ensures requirements are assigned ASAP without any delay.
- Follow-ups with Team Leads to make sure submissions are made within 24 hours of the requirements being assigned or in lesser time for HOT requirements.

- Follow-up with recruiters on submissions/updates.
- Quality checks of the resumes before submissions.
- Communicate all heads-up requirements from the Account Managers to the recruiting team.
- Liaison between Account Manager and Recruiting team members.
- Daily report generation on performance.
- Make recommendations and come up with strategies on how to improve delivery as well as our numbers on those clients.
- Make sure all the submittals follow and maintains client policies, procedures and guidelines.
- Monitoring and follow up on all emails and other documents as well as communication on the clients assigned.
- Keeps track of interview notification emails and ensure AMs are sending interview requests on all candidates.
- Ensures offers are closed and sent out accurately and within time.

**Latitude 36/Harvey Nash India Private Limited
Sr. Recruiter**

July 2018 to Jan 2019

Latitude 36 is a national, full-service talent management firm specializing in IT/Non-IT positions. Our company was founded in Franklin, Tennessee in 2000 (**originally TechRP**), with a mission to serve as the talent partner of choice for the information technology industry. Our company vision has led us to incredible growth and success in a relatively short period of time and continues to guide us today. We are committed to operating with the highest possible standards of honesty, integrity, and a passionate commitment to our clients, consultants and employees. Utilizing our proprietary Predictive Staffing model, our company has enjoyed more than a decade of rapid growth, earning our reputation as a client-focused, efficient provider across a broad range of industries. Today, we serve top Fortune 1000 and successful privately held companies all over the country, still operating under the simple idea that great people aligned under a common vision can achieve tremendous results.

Responsibilities:

- Source and screen resumes, conduct phone interviews, recommend qualified candidates to hiring managers for interviews, check references, update candidates on the recruitment process, and negotiate and close desirable candidates in a very competitive talent market.
- Perform functions inherent to fast-paced, high-volume IT recruiting.
- Primarily responsible for sourcing candidates and conducting initial phone screens.
- Source for all levels of Software Developers, DBAs, Architects, System Administrators, Network Engineers, Helpdesk/Desktop Technicians, as well as Manager, referrals and other online tools.
- Scrutinizing resumes according to the skill set requirement. Short listing suitable candidates against requirements and conducting preliminary interviews.
- Dealing with consultants for sourcing profiles on a regular basis
- Handled the complete Recruitment Life Cycle – Sourcing, Short-listing Profiles, Candidates Tracking, Follow-ups and Reference checks.
- Filled full-time/Contract positions on **requirement/positions on non-IT such as:** Digital Marketer, PR Manager, Search Engine Optimizer, Social Media Manager, Link Builder, Product Manager, Content writer, Copywriter, Technical writer, Content manager, Web analytics Executive, Digital Marketing Manager, Content Marketing Manager, Compensation Analyst, Global Business Content Analyst, Incident Management Analyst, Digital Business Analyst, Credit Analyst, LEAN Process Analyst, Project Coordinator/Records Management, Manufacturing Analyst, Manufacturing Process Engineer, Agile Business Analyst, QA (Quality Assurance) Analyst, Microelectronics/Optical Process Engineer, Project Manager, Digital.
- Negotiates salaries with candidates and negotiates pay rates with subcontracting companies and close the

position.

- Ensuring timely submissions to the clients.
- Regular follow-ups with the Client POC regarding the status of the submissions made Negotiation of rates with the candidates.
- Ensuring timely submissions to the clients.
- Responsible for client relationships, interviewing, hiring decisions, candidate negotiation, offers and declines.
- Cold calls for the necessary candidates against the required skill sets (Employee referrals and Personal Networks)
- Negotiates salaries with candidates and negotiates pay rates with subcontracting companies and close the position.
- Ensuring timely submissions to the clients.
- Regular follow-ups with the Client POC regarding the status of the submissions made Negotiation of rates with the candidates.
- Ensuring timely submissions to the clients.
- Create effective Boolean strings to identify candidates in **CW Jobs, Planet Recruit, Monster, Dice, Hot Jobs and Talent Hook, Justclickjobs, CareerBuilder, LinkedIn, Google groups, Social Networking.**
- Used **ATS/Data Bases: Maxhire, Bullhorn, Taleo Recruiting, Smart Recruiters, Zoho and Used (VMS): InstiHire for Client Vendor Management Services, Progata, and Field glass, Beeline, Green House.**

Worked with the Direct Clients in Latitude 36. Below:

- I. Face book
- II. LinkedIn
- III. Amazon
- IV. FRBS (Federal Reserve Bank of San Francisco)
- V. VISA
- VI. Caterpillar (Manufacture/Automotive)
- VII. State of Tennessee
- VIII. Common wealth of Kentucky
- IX. Volkswagen
- X. Raymond James Financial.

Next Generation Technology, Inc. (NGT).

Dec 2014 to June 2018

Sr. Lead Recruiter

Next Generation Technology, Inc. Is a unique Organization because of our diverse opportunities, people and environment. At Next Generation Technology, Inc. (NGT) you'll find challenging and meaningful work with endless opportunities for growth. Encore promotes continuous improvement, fosters new ideas, encourages innovation, and individuals who are committed to excellence have the opportunity to make an impact and be rewarded. The high caliber of people who work here aren't just working hard, they're working smart; staying ahead of the curve, questioning conventional wisdom, sharing knowledge, and taking intelligent risks. Next Generation Technology, Inc. (NGT) gives employees the freedom to do what they do best, and the results speak for themselves.

Responsibilities:

- Responsible for supervise the preparation, issuance and delivery of materials, exhibits, and promotion programs.
- Review and evaluate resume submissions against position requirements; pre-screen candidates, create pre-screening questionnaires, present candidates to the Resource managers.
- Recommend and administer policies and procedures to enhance operations.

- Communicate with internal (hiring managers/executive staff), and external customers (applicants); respond to written and verbal inquiries.
- Coordinate face-to-face and telephonic candidate interviews Track candidate progress in **ATS/spreadsheet; submit weekly metrics report.**
- Associated with employee encouragement, motivation and retention initiatives, working constantly to align the aspirations with organization's objectives.
- Responsible for conducting the weekly meetings and submit the summary of the status reports of the all the team heads to the C-level management.
- Assigning requirements to Sr. Recruiters as soon as they come in from the VMS.
- Work with RM and Recruiter to get the requirements assigned as they come out of the system.
- Highlight the required skills for the job before sending it to the recruiter. If there is not enough info on the require mentor the rates are not appropriate or any details are missing, then work with the Account Manager to get additional info for the recruiting team.
- Analyzing the availability of recruiters, check to confirm availability with the Recruiting Manager and assign the requirements to the available recruiters.
- Ensures requirements are assigned ASAP without any delay.
- Follow-ups with Team Leads to make sure submissions are made within 24 hours of the requirements being assigned or in lesser time for HOT requirements. Follow-up with recruiters on submissions/updates.
- Quality checks of the resumes before submissions.
- Communicate all heads-up requirements from the Account Managers to the recruiting team.
- Liaison between Account Manager and Recruiting team members.
- Daily report generation on performance. Make recommendations and come up with strategies on how to improve delivery as well as our numbers on those clients.
- Make sure all the submittals follow and maintains client policies, procedures and guidelines.
- Monitoring and follow up on all emails and other documents as well as communication on the clients assigned.
- Keeps track of interview notification emails and ensure AMs are sending interview requests on all candidates.
- Ensures offers are closed and sent out accurately and within time.

Worked with the Direct Clients in Next Generation Technology, Inc. (NGT) ENCORE SOFTWARE CONSULTING INC. Below:

1. Access Medical Group, Ltd. (Healthcare)
2. Argonne National Laboratory (ANL) (Federal)
3. Brady Corporation (PDC) (Healthcare)
4. Eddie Bauer (Retail)
5. CBOE (Trading)
6. Caterpillar (Manufacture/Automotive)
7. Chicago Board of Trade (Trading)
8. Chicago Mercantile Exchange (Trading)
9. Dana Corp/DANA (Manufacture/Automotive)
10. FTD (Retail)
11. Gallagher Bassett Services Inc. (Financial)
12. Gallagher-Kaiser (Automotive)
13. General Motors (Automotive)
14. Idaho National Laboratory (INL) Federal
15. Lawson Products (Manufacture/Automotive)
16. Millennium Trust Company (Financial)
17. Northern Trust Corporation (Financial/Banking)
18. Signode Industrial Group LLC ((Manufacturing)
19. State of Wisconsin (State)

- 20. Trade helm (Trading)
- 21. Travelers Life Insurance (Insurance)
- 22. Waste Management (Federal)

Virtuosos Technologies.

Jan 2009 to Oct 2014

Sr. Technical Recruiter/Lead IT Recruiter

Virtuosos Technologies. providing quality software consulting services and software application solutions to Fortune 500 companies, entrepreneurial firms, and to State and Local government agencies with outstanding results to clients throughout the US.

Responsibilities:

- Source and screen resumes, conduct phone interviews, recommend qualified candidates to hiring managers for interviews, check references, update candidates on the recruitment process, and negotiate and close desirable candidates in a very competitive talent market.
- Working in New Jersey, Federal full-time recruitment in a various technology such as technical expert, Business Re-engineering specialist, Subject Matter specialist, and program manager, sales and so on.
- Developed and maintained a network of contacts to help identify and source qualified candidates.
- Conferred with management and supervisors to identify personnel needs, job specifications, job duties, qualifications and skills.
- Coordinated communications between applicants, clients and managers.
- Concentrated on IT skill sets from US: SAP, People soft, Sybase, Oracle, MS SQL Server, DB2, ACCESS, Visual Basic, VC++, C++, C#, .NET, Java, Web Logic, Networking Technologies, Web Sphere, Load Runner, Win Runner, People Soft, Oracle Financials, Business Objects etc.
- Source for all levels of Software Developers, DBAs, Architects, System Administrators, Network Engineers, Helpdesk/Desktop Technicians, as well as Manager and V.P. level professionals using Linked in, proprietary database, referrals and other online tools.
- Negotiates salaries with candidates and negotiates pay rates with subcontracting companies and close the position.

Technical Skills: Operating Systems: Windows (NT/2000/XP/Vista, Windows 7/8/10/16/19)

Software Skills: MS-Office 97 & 2000, 2007, 2010, 2013

Packages: Tally ERP 9.1, FOCUS, WINGS, MCSE, CCNA.

Protocols: TCP/IP, SMTP, CHAP, PPP.