Shaik Siyadutt

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Professional Summary

* 7 years of overall experience.
* 3 years of experience in IT Recruitment Industry as a US IT Recruiter.
* 3+ years of experience in FMCG Industry as a Purchase officer (buyer, Inventory) Tamimi Markets in KSA.
* Extensive working knowledge of recruiting, hiring processes including sourcing, interviewing and salary negotiations.
* Good working knowledge of Fulltime, W2, C2C and 1099 model.
* Extensive working knowledge of working with USC GC, EAD, H1B, F1 and Opt Visa Holders.
* Worked with MSPs and VMS like Field Glass.
* Ability to Communicate Effectively and has done work as a Team Member.
* Expertise in Usage Web Applications (Outlook and Internet).
* Source candidates actively by mining Success Factors, posting jobs on external job boards

Like Monster, Dice, Tec fetch, Indeed, LinkedIn, Career Builder, and all industry-specific job boards.

* Sourced and qualified candidates from the internal database, internet, employee
* referrals, networking, ad postings, and job boards

Professional Experience

Prospance Inc. Bangalore. Jan 2019 to Sept 2020

US IT Recruiter

Roles & Responsibilities:

* Worked with direct clients.
* Responsible for interacting with clients.
* Responsible for organizing the interview with the customer.
* Worked for both C2C & W2 requirements.
* Worked with MSPs and VMS like Field Glass for client Paypal.
* Used tolls to source the resources like Monster, Dice, Tec fetch, Indeed.
* Managed the complete process of hiring from sourcing to on board the resources.

ThirdEye Data Analytics July 2018 to Jan 2019

Kolkata,

US IT Recruiter

Roles & Responsibilities:

* Done the Assistance with all other Managers/Team Lead on the Client’s requirements.
* Recruited IT Professionals through DICE, Corp-Corp, Monster, Internal database, Referrals and through Networking.
* Extensive knowledge of hiring process on W2, C2C.
* Have done work with different Visa Holders such as H1B, USC, GC, EAD & TN.
* Used to make weekly submission report of the consultants to keep the track of submissions.
* Used to follow up with the Consultants, Employers as well as with the Managers/Team Lead regarding the Interview Timings.
* Salary and Hourly Rates Negotiation with the Consultants and Employers respectively.
* Have done work on Contract and Full Time positions for Direct Clients.
* Short listing the consultants on behalf of their technical and communication skills and then used to send their resumes across to the Managers.
* Used to attend Conference Calls, Team Meeting with the Managers/Team Lead.
* Coordinate with the consultants as well as employers to complete the paper work such as NCA, MSA, Background Verification forms, Addendum and PO.

Advance Soft Solutions June 2017 to June 2018

Vijayawada (AP)

Sales cum IT Recruiter

Roles & Responsibilities:

* Responsible for posting resume of the candidates in the relevant portals like Dice, Indeed etc.
* Negotiating rates with the vendors
* Following up the candidates to attend the scheduled interview.
* Strong experience in reading resumes and understanding requirements and expertise in resume writing.
* Ability to work with traditional recruiting tools; i.e. cold calling, networking, referrals, job boards, ad placement, intensive researching and sourcing.
* Convinced the candidates on the respective offers, terms and conditions of the firm. Responsible for signing the contracts with Consultant and with Vendors.

Tamimi Markets

Saudi Arabia, Riyadh Oct 2014 to April 017

Purchase officer

Roles & Responsibilities:

* Purchasing the produce items from all over the world.
* Purchasing the produce also from the local vendors.
* Keeping records of shrinks and quantitys in stores.
* Keeping the record of FIFO.
* Inventory management.
* Pulling out the report for sales per stores from SAP.
* Managing the Monthly Inventory with the team.
* Pulling out the profit and loss report from SAP.
* Preparing Road map for the display in the stores.

TBSS 2012 to 2014

Hyderabad,

Technical support,

POS Machines

Roles & Responsibilities:

* On call technical support to the POS merchant's
* On call settlements of the POS machines
* Creating prospect for the new customers who is willing to New Setup Box.
* Cold calling the customers to upgrade their setup boxes.
* Handling call for the hot new customers.

Academic Qualification

Bachelor in Electronics & communication Graduate from KIET, JNTU India 2011.