

Mohib

Vaishali, Ghaziabad, U.P.

Email: mohibansari@gmail.com | Phone: 9540525333

LinkedIn: [linkedin.com/in/mohib-627894124](https://www.linkedin.com/in/mohib-627894124)



Resume Objective

A dedicated and results-driven Technical Recruiter with over 3 years of experience in full-cycle recruitment. Skilled in sourcing, screening, interviewing, and onboarding top talent for IT/Technical roles across diverse industries. Adept at building relationships with clients and candidates, and focused on delivering high-quality staffing solutions. Seeking to leverage my expertise in talent acquisition to contribute to a growing organization.

Core Skills

- Full-Cycle Recruitment (Sourcing, Screening, Interviewing, Negotiation, Onboarding)
- Applicant Tracking Systems (ATS) & Recruitment Databases
- **Proficient in Naukri** and familiar with other job portals (LinkedIn Recruiter, Monster, Sine, Hirect) for effective candidate sourcing and recruitment. Talent Mapping and Pipeline Management
- Client & Candidate Relationship Management
- Permanent Staffing and Leadership Hiring

Certifications

- Naukri Maestro Recruiter Certification

Professional Experience

Pacific IT Recruitment Consultant

Recruitment Consultant | Jan 2024 – Present | Noida

(Clients: Cognizant, HCL, Tech Mahindra, Robert Bosch, Capgemini)

- Managed full-cycle recruitment for IT roles, sourcing candidates via LinkedIn, Naukri, and other job portals.
 - Crafted recruiting emails and job descriptions to attract passive and active candidates.
 - Conducted initial screening and coordinated interviews with hiring managers.
 - Used ATS to track applicants and maintain database integrity.
 - Followed up with selected candidates, ensuring smooth onboarding and tracking joining dates.
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MapleCloud Technologies

HR Executive | Oct 2022 – Dec 2023 | Noida

(Clients: Sasken, Xyram, HDFC, STL Tech, Nagarro)

- Led end-to-end recruitment activities including CV sourcing, candidate interviews, and offer negotiations.
 - Maintained recruitment databases and tracked metrics for data integrity.
 - Conducted first-round HR interviews and coordinated technical rounds.
 - Managed onboarding, exit formalities, and employee documentation.
 - Handled leave and attendance records for employees.
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Tekishub Consulting

Staffing Specialist | Mar 2021 – May 2022 | Noida

(Clients: Mphasis, Ugam Solution, Invenio, C-Edge, Calsoft)

- Recruited for technical roles through various sources such as Naukri, LinkedIn, and Monster.
 - Managed the recruitment process from screening to salary negotiations and onboarding.
 - Coordinated interviews via phone, Skype, and face-to-face meetings.
 - Regularly followed up with candidates and tracked their joining dates.
 - Maintained daily, weekly, and monthly recruitment reports.
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Technical Expertise

- **Programming & Backend:** Java, Python, PHP, C++, .NET, Node.js
 - **Databases:** Oracle DBA, SQL Server, NoSQL, MongoDB
 - **Software Testing:** Manual, Automation (Selenium, Cucumber), Performance Testing (LoadRunner)
 - **Mobile Technologies:** Android, iOS, React Native
 - **Operating Systems:** Windows, Linux, Unix, Mac
 - **Cloud Computing:** Azure, SharePoint
 - **Big Data:** Hadoop, Hive, Scala
 - **Network Security:** Checkpoint, Fortinet, Palo Alto, Cisco
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Education

B.Sc.

Punjab Technical University

12th Standard

NIOS Board

10th Standard

CBSE Board

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.