

Mohd Sameer

562 Sector 22B, Gurgaon, Haryana | Phone: 7417494487, 6395469902 | Email: shkhan783@gmail.com | LinkedIn: [Mohd Sameer](#)

Summary

As an enthusiastic and results-driven Recruitment Specialist with 2+ years of experience, I specialize in talent acquisition within the IT and Non-IT sectors. My expertise lies in sourcing, interviewing, and placing top-tier candidates, ensuring the right fit for various IT and Non-IT roles. I excel in building strong relationships and leveraging my understanding of industry trends to deliver exceptional recruitment outcomes.

Professional Experience

Recruitment Specialist and Client Servicing SPOC | HT Media - Gurgaon, Haryana | JAN 2024 – Present

- Serve as the primary recruitment liaison for Shine.com database clients, nurturing robust relationships and swiftly addressing their talent acquisition needs.
- Oversee seamless onboarding processes for new clients, delivering comprehensive training sessions on recruitment best practices to maximize their utilization of our platform.
- Drive recruitment product adoption and ROI by collaborating with clients to explore features and enhance their hiring strategies.
- Provide expert recruitment support, guiding clients through job profiling, candidate sourcing, and interview processes to ensure the best hires.
- Ensure client satisfaction by promptly resolving recruitment-related inquiries and issues, facilitating effective communication between internal teams for a streamlined hiring workflow.

IT Recruiter | Cantik Technologies | Gurgaon, Haryana | June 2023 - Dec 2023

- Successfully sourced, interviewed, and placed IT professionals across various positions, including software developers, network engineers, and system administrators.
- Built and maintained a strong candidate pipeline, utilizing job boards, social media, and industry-specific resources.
- Conducted in-depth interviews and assessments to evaluate candidates' technical skills, cultural fit, and career aspirations.
- Managed the end-to-end recruitment process, including negotiating job offers and coordinating onboarding activities.

- Collaborated with hiring managers to understand their requirements and provide customized recruitment strategies.
- Contributed to the development and execution of recruitment campaigns to attract passive candidates.
- Actively participated in networking events and industry conferences to expand professional contacts and stay updated on IT trends and market conditions.

IT Recruiter | Bhavyansh Infotech | Gurgaon, Haryana | March 2022 – June 2023

- Assisted leaders and managers in sourcing and evaluating IT candidates for open positions.
- Conducted initial candidate screenings and assessments, ensuring a strong candidate pipeline.
- Coordinated and scheduled interviews between candidates and hiring managers.
- Maintained accurate and up-to-date records in the applicant tracking system (ATS).
- Assisted with administrative tasks related to the recruitment process, such as reference checks and background verifications.

Education

- Bachelor of Pharmacy (B.Pharma) | Sanskriti University | Mathura, Uttar Pradesh | 2018-2022
- Intermediate | CBSE | Mount Hill Academy | Mathura, Uttar Pradesh | 2018
- High School | CBSE | Mount Hill Academy | Mathura, Uttar Pradesh | 2016

Certifications

- Effective Stakeholder Communications for Technology Professionals

Achievements/Accomplishments

- Built an Arduino controlled RC Car.
- Built a working heart model.
- Attended national conference at Lloyd Institute of Management and Technology 2019.

Skills

- **Candidate Sourcing:** Skilled in identifying and attracting top talent using various channels.
- **Interviewing and Assessment:** Proficient in conducting thorough interviews and assessments to evaluate candidates.
- **Recruitment Strategy:** Experienced in developing and implementing effective recruitment strategies.
- **ATS Management:** Proficient in maintaining and utilizing applicant tracking systems.
- **Client Management:** Strong ability to build and maintain client relationships.

- **Candidate Relationship Management:** Skilled in maintaining positive relationships with candidates throughout the recruitment process.
- **Negotiation:** Experienced in negotiating job offers and employment terms.
- **Networking:** Actively participate in industry events to expand professional contacts.
- **Market Research:** Knowledgeable in industry trends and market conditions.
- **Excellent Communication Skills:** Effective in both verbal and written communication.
- **Team Collaboration:** Able to work collaboratively with cross-functional teams.

References

Available upon request.