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Summary

"Employees are not just resources; they are the essence of an organisation's success."

Highly skilled and results-driven Technical Recruiter with 2+ years of experience in identifying and attracting top-tier talent across various industries. Proven expertise in sourcing, screening, and selecting exceptional candidates to meet diverse organisational needs. Adept at building strong relationships with hiring managers and stakeholders to understand hiring requirements and develop effective recruitment strategies. Possess in-depth knowledge of the latest recruitment trends, tools, and technologies. Exceptional communication and negotiation skills to effectively engage with candidates and close positions efficiently. Committed to delivering outstanding candidate experiences and contributing to the growth and success of organisations through strategic talent acquisition.

Experience



Technical Recruiter

PowerHouse

Feb 2024 - Present (2 months)

Collaborate with the Talent Acquisition Team for the technical staffing needs and develop effective sourcing strategies.

Utilize various sourcing channels, including job boards, social media platforms, professional networks, and industry events, to identify potential candidates.

Conduct thorough screening and assessment of candidates' technical skills, qualifications, and cultural fit.

Build and maintain a pipeline of qualified candidates for current and future technical positions.

Engage with passive candidates and establish relationships to ensure a continuous pool of potential talent.

Assist with other HR-related tasks and projects as needed.



Technical Recruiter

IKONIC

Jun 2023 - Oct 2023 (5 months)

Collaborating with hiring managers to understand the needs and roles to be filled; reviews job descriptions for vacancies.

Assisting with the development and revision of specifications and job descriptions for selected positions.

Identifying the most effective methods for recruiting and attracting candidates.

Drafting recruitment advertisements; posts and/or places ads in the most effective digital and/or print media for open positions.

Identifying appropriate candidates and assessing their qualifications through review of their resumes, interviews, and other forms of communications.

Connecting qualified candidates with hiring managers.

Maintaining contact with candidates to keep them apprised of the status of their applications.

Vetting potential employees' credentials.

Providing advice to hiring managers regarding salary negotiations with final candidates.
Offering job positions and completing the relevant paperwork.
Keeping track of all applicants as well as keeping applicants informed on the application process.
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Facilitates contacts by creating and maintaining a presence in the technical/industry community and marketplace.
Leading employer branding initiatives
Organizing and attending job fairs and recruitment events
Forecasting quarterly and annual hiring needs by department
Foster long-term relationships with past applicants and potential candidates
Performing other related duties as assigned.



Technical Recruiter

Virtelligence

Sep 2021 - May 2023 (1 year 9 months)

Identifying and approaching suitable candidates

- Completing a search of the candidate database to find the right person for the employers vacancy
- Receiving and reviewing applications, managing interviews and short-listing candidates
- Requesting references and checking the suitability of applicants before submitting their details to the employer
- Briefing the candidate about the responsibilities, salary and benefits of the job in question
- Preparing CVs and correspondence to forward to clients in respect of suitable applicants
- Organizing interviews for candidate as requested by the client
- Informing candidates about the results of their interviews
- Negotiating pay and salary rates and finalizing arrangements between client and candidates
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs

Education



University of Engineering and Technology, Taxila

Bachelor's degree in Cyber Technology, Computer Science

Sep 2017 - Dec 2023

Skills

Hiring • Recruitment-to-Recruitment • Technology Recruitment • IT Recruitment • Corporate Recruiting
• Recruiting • Technical Recruiting • International Recruitment