

MUHAMMED SARIM MAHBOOB

[Gulistan e Jauhar] | [Karachi, PK] | [00923453280785] | [Sam39303@gmail.com]

March 20, 2022

Dear Hiring Manager:

This letter and the enclosed resume, I would like to express my sincere interest in the position you have seeking to fill. As an accomplished Executive level recruiter with 2.5 years of proven experience in talent acquisition and candidate management within the IT sector, I possess the necessary knowledge and qualifications to enable me to contribute toward the success of your company. My expertise lies in successfully identifying, screening, and qualifying candidates for technical positions. Companies including Alphasoft Systems inc have all benefitted from my strong abilities across the full-cycle recruitment process, from sourcing to position fulfillment. Throughout my career, I have consistently demonstrated a keen ability to anticipate staffing needs and identify optimal talent to achieve or exceed goals. Explaining compensation and benefits packages to all hired candidates, including annual salaries, bonuses. Establishing solid and trusting partnerships through exceptional relationship-building skills; utilizing solid communication and interpersonal abilities to secure employee and management trust. My proven dedication to optimizing corporate success through my expert knowledge of IT candidate recruitment and human resources strategies will contribute immensely to the success of Pivotal Media.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

Sincerely,

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HR/IT Technical Recruiter

Selfmotivated HR/IT Technical Recruiter with extensive recruiting, human resources, and office administration seeking to bring 2.5+ years of experience to a company focused on teamwork and growth. Experienced technical recruiter ready to grow accounts. Experience in full Outsourcing onboarding offboarding. Creative and expressive representation with reliable HR operations.



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linkedin.com/in/alphasoftsystems

WORK EXPERIENCE

Executive HR/ Technical Recruiter Alphasoft Systems Inc

12/2019 - 03/2022

IT Outsourcing Software Firm

Achievements/Tasks

- Responsible for full lifecycle recruiting and sourcing for a variety of technical roles, including IT Developers And Software Developers, .NET Developers, Project Managers, and other technically focused roles.
- Proactively sourced potential candidates through LinkedIn, Rozee.pk, Facebook and OLX.
- Screened resumes and phone interview qualified candidates, creating and updating complete candidate profile and position status in the access database.
- Built relationships with contractors and candidates establishing an ongoing up-to-date pipeline of potential candidates for occurring positions.
- Posted job descriptions on a variety of job boards including LinkedIn, Rozee, Careerbuilder, and other Social Networking sites.
- Conducting technical interview sessions via Zoom, Google Meet and Skype.
- Drove offer process including extending offers, closing candidates, and generating offer letters.

Project Coordinator/Marketing Research AllScripts Inc (REMOTE)

03/2021 - Present

Ellicott, MD

Privately Held Software Based Company

Achievements/Tasks

- Scheduling daily interviews and taking follow-up from clients on performance.
- Update daily tasks to developers and reminding about daily stand-ups.
- Applying direct contract-based jobs via Indeed, Dice, LinkedIn.
- Maintain daily records on Excel sheets.

EDUCATION

BACHELORS IN COMPUTER SCIENCE SIR SYED UNIVERSITY

01/2016 - 12/2019

KARACHI, PAKISTAN

SKILLS

Recruiting

Micscroft Office

.NET

C#

Visual Studio

Spreadsheet

Job Boards

HR Functions

Excellent Communication

ACHIEVEMENTS

Accomplished more than 10+ US Based Projects Successfully (12/2019 - Present)

LANGUAGES

English

Full Professional Proficiency

Urdu

Professional Working Proficiency

INTERESTS

Creative Writing

Football

Web Designing

AUTOCAD