

Mohammed Abdul Shadab
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SYNOPSIS

Meticulous and versatile professional offering **4 Years** of experience in the **IT Service in Recruitment** sectors, coupled with a **BSC (Electronics & Computer Science)** from **Telangana University, India**.

- Sound knowledge in understanding the client requirements and manage the delivery against them.
 - Having good Communication skills with Strong Interpersonal and Analytical skills, Strong Analytical, Diagnostic and Troubleshooting skills and ability to work in a dynamic, team-oriented environment.
 - Submit qualified candidates to open positions / job requirements.
 - Worked in various environments presenting unique, high-pressure, high-visibility challenges that not only required intelligence, skills, experience and integrity, but demanding ways that required creativity, adaptability and flexibility
 - Highly articulate, demonstrating excellent relationship building, communication, analytical and interpersonal skills across all levels including management, employees and external agencies
 - Proficient with MS Office and Outlook, System Hardware.
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CORE STRENGTHS

- Time Management
- Adaptability
- Team Management

- Strategic Planning & Execution
- General Administration
- Responsibility
- Strong work ethic.

EMPLOYMENT CHRONICLE

CAREER PATH	DURATION
Sr. Talent Acquisition Specialist, Data quad Inc. Hyderabad (US)	Oct 2022 - Nov 2024
IT Consultant, Federal Soft Systems Inc Hyderabad (US)	Aug 2020 - Sep 2022

Duties and Responsibilities

- Understanding & analyzing the requirement of the position.
- Sourcing profiles from job portals, references, LinkedIn, add post for suitable profile as per the requirement.
- Management reports on candidate submittals and closures.
- Coordinating with the Consultants through email/phone.
- Finalizing for the rate & Schedule for interviews.
- Maintaining good Report with Clients.
- Interacting, developing Vendor or Implementation Partners network daily basis on LinkedIn to get the candidates placed in minimal turnaround time
- Maintaining weekly reports for client submissions and client interviews.
- Placed various candidates on Java Developer/UI Developer/.Net Developer/Data Engineer/SAP etc.

ACADEMIA & TRAININGS

- **BSC (Electronics & Computer Science)** from Telangana University
 - Completed Telangana State Board of Intermediate Education
 - Completed Board of Secondary Education Telangana State
 - Proficient in operating Microsoft Word, Excel, Power Point, Outlook and Internet applications
 - Sufficient type- writing speed
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AREAS OF EXPERTISE

- Excellent computer literacy (MS office packages, Internet, etc.).
- Ability and experience to work with IT Services.
- Ability to work in team environments and with various local and international cross-functional teams.
- Good verbal and written communication skills.

STRENGTHS

- Ability to work long hours and flexible in problem solving.
- Able to handle multiple tasks and to perform under pressure, adhering to strict policies and procedures while ensuring highest standards of service quality.
- Desire to take up challenges and ability to handle risk.
- Ability to make pleasing impression and winning confidence, in accordance with Company
- Dedicated and self-motivated achiever who is committed to success by focusing on hard work and total commitment.

PERSONAL MINUTIAE

Name	:	Mohammed Abdul Shadab
Father Name	:	Mohammed Abdul Shafi
Date of Birth	:	22 nd May, 1998
Linguistic Proficiency	:	English, Hindi and Urdu
Marital Status	:	Single
Nationality	:	Indian
Passport no	:	W9709528
Passport validity	:	01/01/2033
Current Location	:	Saudi Arabia
References	:	Upon Request