

Danish Khan

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Sehore, Madhya Pradesh

Summary

Driven and well-organized recruiter with 1.6+ years of experience. Seeking to use proven recruitment and hiring skills to achieve the aim. Cheerful, self-motivated, and proficient with computers. Eager to support and learn new technologies. Passionate Recruitment Consultant, highly skilled in recruitment. Results-oriented Recruiter with extensive banking, healthcare, automobile, finance, Insurance, etc sector experience. Personable Technical Recruiter looking to tackle new responsibilities and build upon skills. Adept at thoroughly analyzing job descriptions and writing and posting job ads on various platforms. In-depth knowledge of the hiring and recruiting process, including salary negotiations, reference checking and interviewing. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Experience

IT Recruiter

HNM Solutions • Sehore/Remote, Madhya Pradesh

11/2021 - Present

- Recruiting Employees for HNM Solutions
- Understanding the IT Requirements / JD.
- Prospect Team lead for Recruiting team
- Sourcing resumes through Job portals, LinkedIn, employee references, calling candidates etc.
- Screening resumes of the candidates.
- Identifying candidates with right skills to match the client requirements.
- Place job requirement on internet/portals to increase the available candidate pool.
- Evaluating the candidate's skills Confidence level and Presentation.
- Strong Follow up with the candidates
- Getting feedback from his/her Reporting Manager and pass on to the candidate
- Follow-up with the candidates as well as with the clients till the candidate joins the organization.
- Involved in end to end recruitment process and closing the positions on time.
- To generate leads and acquire clients
- Meet monthly/quarterly Targets.
- Moreover, handling the official website to post the jobs.

Owner

Self Employed • SEHORE, MADHYA PRADESH

09/2017 - 11/2021

- A business owner - was buying material from Rajasthan and selling in Madhya Pradesh.
- Negotiation
- Customer Satisfaction

Skills

Microsoft Excel, Microsoft Word, Boolean Searches, Negotiation Skills, Training and development, Candidate sourcing, Talent management, Recruitment, LinkedIn sourcing, Terms negotiation, Communication skills, Listening skills, ATS, Interviewing techniques, Applicant tracking, Microsoft word

Education

Bachelor of Business administration (Finance)

IPS Academy • Indore, Madhya Pradesh

05/2017