

Mohammed Amer Khan

Personal Details

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- Address : 17-1-175/234 Rein Bazer Madanapet, Hyderabad 500023
- Date of Birth : 31/12/1994
- Marital Status : Married
- Nationality : Indian
- Gender : Male
- Place : Hyderabad



Objective

Looking to leverage a decade of recruitment experience in a senior role. Successfully led a recruitment team that increased staff retention by 30% over 6 years. Seeking a challenging role to further improve recruitment processes and strategies.

Experience

- **Sr HR Recruiter**
V5 Global Services
Client Name

1-Sep-2020 - Till Date

1. AIRTEL

- *Xtreme fiber Executive
- *Wireman
- *Installation
- *Engineering
- *Customer relationship officer (Airtel Store)
- *Advisor (Airtel Store)
- *Building permission Executive

2. Act Fiber

- *Filed executive

3. Phonepay

- *Marketing Executive

4. Kent

- *Promoters



Recruitment Job Role:

Recruiters are responsible for finding, screening, and hiring qualified candidates for open positions within a company or on behalf of clients.



Typical Responsibilities

Sourcing candidates via job portals (e.g., Naukri, LinkedIn, Indeed), social media, employee referrals.

Screening resumes and conducting initial interviews (telephonic or virtual).

Coordinating interviews between candidates and hiring managers.

Negotiating offers and handling pre-joining formalities.

Maintaining candidate databases and generating reports.

Building relationships with hiring managers and understanding job requirements.



Key Skills Needed

Excellent communication and interpersonal skills.

Strong time management and organization.

Familiarity with ATS (Applicant Tracking Systems).

Knowledge of employment laws and recruitment metrics.

Ability to work under tight deadlines.

- **HR Recruitment**

16-Dec-2019 - 30-Aug-2020

Caliberhr

- **SBI (Credit Card)**
- **Panasonic (Promoters)**
- Employ various methods to source and attract potential candidates. This is about posting job advertisements, searching job boards and databases, attending job fairs, utilising social media platforms, and networking.
- Screen candidates by reviewing resumes, cover letters, and applications to shortlist the potential employees
- Create and maintain a database of candidates and those who left the organisation
- Administer aptitude tests or similar to assess the candidate's soft skills
- Conduct interviews in person or use video conferencing software
- Maintain clear communication with the potential candidates throughout the hiring process
- Negotiate terms and conditions such as compensation, benefits, and facilitate the onboarding process
- Provide reports to the HR management team after tracking metrics, including time-to-fill, cost-per-hire, and quality of hire.

- **Hr Recruitment**

15-Feb-2015 - 30-Mar-2016

Triumphs Recruitment Consultancy

- Create recruitment strategies with hiring managers to determine the skills, qualifications, and experience needed for the role.
- Update job descriptions per the growing requirements of the job or a new role.
- Employ various methods to source and attract potential candidates. This is about posting job advertisements, searching job boards and databases, attending job fairs, utilising social media platforms, and networking.
- Screen candidates by reviewing resumes, cover letters, and applications to shortlist the potential employees

Education

Course / Degree	School / University	Grade / Score	Year
B.COM (GENERAL)	Nava Chaitanya Degree College (OSMANIA UNIVERSITY)	65%	2014
Intermediate CEC	New Era Jr College (Board of Intermediate)	69%	2011
SSC	Darul Ul Uloom Govt High School	70%	2009

Skills

- Social Media Marketing Data-Based Strategy Full Cycle Recruiting Team Management
- MS office
- Typing speed 60