

Mohammad Adnan Qureshi



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[Adnan Qureshi](#)



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OBJECTIVE

I am willing to work as a key player in challenging and creative environment where I can grow along with the organization with greater responsibility and can prove myself a big asset of your company.

SUMMARY

- 1 year 7 months of experience in recruitment includes screening, sourcing, interviewing and scheduling.
- Hands on experience using job portals such as Naukri and LinkedIn.
- Highly organized and able to manage multiple tasks at once.
- Have good experience working in multiple requirements with Client.
- Pro-actively building a resume database for upcoming/highly potential requirements.
- Work extensively with MS Office tools like Word, Excel, and Outlook.
- Responsible, loyal, reliable, and independent worker with a high level of enthusiasm and Creativity.
- Excellent Interpersonal, Convincing, Rate Negotiation, Analytical & Problem-solving Skills.
- Locating candidates meeting the requirement criteria, negotiating the bill rates.

EXPERIENCE

Faststream Technologies

Sep 2021– Present

HR Executive

- Highly organized and able to manage multiple tasks at once.
- Worked on Applicant Tracking Systems (ATS).
- Responsible for understanding and analyzing the requirements in different domain categories.
- Screening resumes based on specific criteria, skills, platforms, qualifications and relevant experience.
- Contacting candidates and scheduling interview.
- Briefing the candidates about the Job description, roles and responsibilities
- Research, identify and qualify candidates for client's open IT job positions.
- Working with hiring managers to define job requirements, outline job postings, and develop new sourcing strategies.
- Schedule initial interviews and follow up interviews for successful candidates.
- Collaborate with third party recruiting companies to help source candidates from diverse pools of job seekers.
- Analyze new recruiting technologies, sourcing tools and interviewing process to improve success rates.
- Working with hiring managers and staff members to coordinate starting dates and orientation.
- Working on various technologies:

Microsoft Technologies: Microsoft Teams, MS Word, MS Excel, MS PowerPoint, Outlook & OneNote.

Web Technologies: Google Chrome, Mozilla Firefox, Internet Explorer, Google Site.

Cloud Technologies: Cloud Computing which includes Gmail, Google drive, Docs, Amazon, Netflix, Adobe Creative Cloud etc.

Systems Administration: Windows, MacOS, Linux.

Social Networking Site: LinkedIn, Naukri, Indeed, Apna, Remote Hub, Monster & all social platforms.

Quotient Technology Inc

July 2020 – Aug 2021

HR Executive

Responsibilities:

- Worked as an IT Recruiter, expertise in Screening, Sourcing & hiring candidates through a structured recruitment process.
- Working for top US Clients in every sector such as Telecom, IT, Pharma and Healthcare

- Hiring candidates and scheduling interviews for the top of US IT Clients like General Electric and John Dheere
- Understanding Clients needs through the job description provided and sourcing candidates through structured recruitment process.
- Proficient in using Job boards such as LinkedIn, Indeed, Monster, Career Builder and Job diva.
- Negotiating salary and closing candidate for desired position.
- Following up with candidates to ensure acceptance of offers, joining etc

EDUCATION

Course		Board/University	Percentage
B.E	2020	Meerut Institute of Engineering & Technology	62.64%
Diploma	2016	J.P Institute of Hotel Management & Catering Technology	64%

ACHIEVEMENTS & AWARDS

- Won the title "Mr. Up" in the event 'Global Mr. & Miss India Asia 2018'
- 1st Position in Under 19th football tournament.
- Participate in the program addressing challenges in construction conducted by ACC cement in Miet, Meerut

PERSONAL DETAILS

Name:	Mohammad Adnan Qureshi
Place:	Mawana, U.P
Date of Birth:	15/03/1997
Gender:	Male
Nationality:	Indian
Languages known:	English & Hindi
Hobbies:	Traveling, Gym & Playing video games
Passport:	T0949042

DECLARATION

I do hereby confirm that the information given above is true and to the best of my knowledge.

Place: Dubai (UAE)

Date:

Mohammad Adnan Qureshi