

# AFSHAN KHAN

J-7 Dilshad colony Delhi 110095  
9716946008 • affymatic@gmail.com

## Career Objective:

- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## Work Experience:

### West Coast Consulting April 2022 – Present

#### IT Recruiter & Sourcing Strategist

- Sourcing resumes from various job boards/sources like Dice, Monster, LinkedIn Recruiter, CareerBuilder, etc.
- Possess excellent knowledge of recruitment and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations.
- Experience working with VMS based direct clients like Hacker Rank, Walmart, Lyft, Meta (Facebook), Coinbase, Samsung, etc.
- Had worked with requirements like Front-End Full Stack Engineers, Java Back-End Developers, Data Scientists, Technical Project Manager, QA SDET Engineers, etc.
- Have Excellent understanding of client domains and technologies.
- Worked on various types of positions starting from Developers to Managers level.
- Calling the appropriate candidate and scheduling interviews and initiating offer packets.
- Responsible for full-cycle recruiting: sourcing, negotiation, interview, offer and close candidates for assigned requisitions follow up.

### Engineerly Tech Solutions Feb 2021 – April 2022

#### IT Recruiter & Sourcing Strategist

- Working Experience of effectively using online resume banks like Dice and Monster.
- Extensive Experience of Different US Tax Terms (C2C, W2, 1099) and US Geography.
- Contractor, full time and 1099, compensation packages and relocation assistance.
- Familiar with US Visa Status (H1B, GC, USC, H4EAD, L2EAD, TN etc.)
- Familiar with different US time zones (PST, MST, CST, and EST).
- Screening candidates for availability, interest level and job match through Motivation, Other Opportunities, Technology and Salary.
- My responsibilities include identifying suitable candidates for direct placements and contract-based positions depending on client needs.
- Network and maintain relationships with key candidates through LinkedIn and candidate communities (local to non-local) to enable short immediate hiring and long-term opportunistic hiring.
- Preparing the candidates for the client interviews as per the requirement of the client.

## Education:

### Dr APJ ABDUL KALAM TECHNICAL UNIVERSITY (2017)

Bachelor's Degree (ME)

## Other Activities

- Reading books
- Snooker
- Cricket
- Football
- Explore new things
- Listening music