

**Mohammad Anas**  
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**Contact No. +91-7906265490**

**Summary:**

Knowledge of entire Recruitment lifecycle process such as Sourcing resume from job diva, Initial resume screening, interviewing, Rate Negotiation, Resume submission to the client, Interview scheduling, Feedback, Reference check, offers and closing.

Have Good negotiation and investigative skills with ability to work effectively in high pressure environments.

Knowledge about the geographical scenario of United States.

Knowledge of dealing with the candidates on Various Payment terms like W2, 1099, C2C (Corp to Corp)

Excellent written and verbal communication skills; ability to communicate effectively.

Screening the short listed candidates based on client requirement.

Have good Knowledge in Microsoft-Word, Excel, Access and PowerPoint.

Schedule Calendar Invite and experience on Outlook.

**Experience: Fresher**

**IT Positions:**

**Full Stack Developer, Android Developer, Devops Engineer, QA Tester, Business Analyst and Project Manager & Program Manager.**

**Strength:**

- Good interaction skills to coordinate and work within a team.
- Good Knowledge in different types of Materials and various types of production planning and control
- Strong and quick acquiring of new technologies.
- Self-Motivating nature.
- Risk taking Capacity.
- Team player.
- Determinant and committed to work.

**Qualification:**

Bachelor of Commerce from Mahatma Jyotiba Phule Rohilkhand University in 2021.

12<sup>th</sup> from UP Board in 2018

10<sup>th</sup> from UP Board in 2016

**Personal Details:**

Name: Mohammad Anas  
Father's Name: Mohammad Yunus  
Mother's Name: Aasma Bi  
Language: English, Hindi, Urdu

**DECLARATION:**

I am a person with good personality with lots of potential, who believes in his own strength, skills and roles while remaining flexible. Hard work and think positively in adverse situation are my inborn traits.

I hereby declare that above mentioned information is true to my knowledge.