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# Sadaf Khan

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9696199014

Khailar BHEL Jhansi Uttar Pradesh.

(284120)

## Technical Recruiter

Successful IT Recruiter with almost 2+ year's experience, looking for Senior IT Recruiter or Talent Acquisition Position in Company where I can utilize and enhance my expertise and knowledge for the betterment of my employer.

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## Experience

### Associate (Flipkart Process)

Tech Mahindra Noida, Uttar Pradesh

07/2019-01/2021

- Interacted with customer through mail and provided resolutions.
- Delivered Exceptional service to each customer by listening to concern and answering questions.
- Maintained and built positive client relationship.

### IT Recruiter

HuntingCube Recruitment Solution • Noida, Uttar Pradesh

03/2021-02/2022

- Coordinated with IT teamleaders to forecast hiring needs and department goals.
- Onboarded new hires and set up training.
- Interviewed candidates using different interview methods and approaches.
- Used Boolean searches to develop applicant portfolios for expected openings.
- Sourcing
- Screening.
- Interview Scheduling.

### Associate Consultant

CareerNet • Noida, Uttar Pradesh

04/2022-09/2022

- Sourcing Candidates.
  - Screening Candidates.
  - Arranging Interviews
  - Coordinating Compensation Packages.
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## Skills

Recruitment, Sourcing, Screening, End to End Interview Process, Client Relationship, Communication, Tech Hiring, Product Hiring And understanding the client requirement.

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## Education

### B.Tech (Electronics & Communication Engineering)

S.R Group of Institutions, Jhansi • Jhansi, Uttar Pradesh

07/2019

**Bravo Award -By Tech Mahindra**