



**MOHAMMAD AFRAZ KHAN**

Human Resource Officer, // Recruitment Specialist

**Qatar Driving Licence Holder: Yes (28735679380)**

**Passport Number: U3775848**

**Visa: NOC available**

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**Summary:**

Highly competent **Human Resource Professional** Holding MBA in HR & Administration Specialization with **6+ Years** of experience (**INDIA, OMAN, Qatar**) in diversified industries such as Information Technology Sector, Industrial Sector Retail Sector, Information Technology (IT).

Hands on **3+** years of experience in **United States** IT Staffing with a demonstrated history of working in the information technology and services industry, working with USC, GC, GC EAD, H1B, visas, etc. Aggressive, dynamic & result-oriented with good communication skills. Highly self-motivated and self-directed.

**Certifications & Skills:**

- Naukrigulf Certified Advanced Recruiter Certification
- Naukrigulf Certified Basic Recruiter Certification
- Communication Skill
- Recruitment Skill
- Operating System: MS Windows Xp, 7 and 8
- Reporting and Analysis: Ms Word, Excel
- ERP: SAP HR Module, IDS HR Module, ATS, JOB Diva, Orwin

**Education:**

- Master of Business Administration specialize in H. R, LNCT Bhopal (M.P) 2010– 2012
- Bachelor of Commerce (Hon), IEHE B.U University, Bhopal(M.P) 2006 – 2009

**Work Experience:**

**BIN ARBAID GROUP, AL KHOR (CONTRACT)**

**02/2024 – 05/2024**

**HR, RECRUITMENT OFFICER**

**COMPANIES:** OIL AND GAS, WASTE MANAGEMENT, HEAVY EQUIPMENT & TRANSPORTATION, CONSTRUCTION etc

- Manage full-cycle recruiting, from initial sourcing and screening, through offer negotiations, placement and on boarding permanent and temporary positions
- Source high- caliber candidates by leveraging recruiting software, social media, cold calling, and employee/client referrals.
- Craft and post job postings on different social media platforms to attract regular pipeline of talent across multiple positions.
- Interview candidates and provide shortlist of qualified potential hires.
- Create talent pipelines with high-potential candidates for future job opportunities.
- Keep detailed records of past applicants' information, including resumes, assignments and interview evaluations.
- Maintain candidates' database.
- Extends offers to final candidates, ensures written offers are expedited and follows established procedures to close the recruitment.
- Maintain Human Resources records and files.

- Assist department managers, heads, in preparing various reports such as, KPI's, monthly reports and departmental update.
- Performs office coordination with other department, customer service function like answering calls, employee request forms and all kind of employee's inquiries.
- Review applicants job experiences, negotiating salary offers and placing the job applicant in an agreeable employment position.
- Identifying, matching, facilitating and managing all activities related to recruitment and hiring process.
- Prepares monthly reports on manpower update, deficiencies and requirements with another department.
- Provide assistance to the CEO/HR Manager
- Handles recruitment for 11 division and projects.

#### **Al- Bahrain**

**10/2022 – 10/2023**

#### **HR, IT Recruiter / Technical Recruiter, HR Officer**

**Clients:** Qatar Foundation, Qafco, Kahramaa, Qatar Energy, PHCC, Bein Sports, QNB, Vodafone CBQ

- Candidate sourcing and screening for necessary qualifications.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Well versed in Qatar recruitment. In diverse sector of IT, Non-IT, Medical, Management, positions
- Experience in contract staffing and permanent staffing. (Contract/Contract to hire)
- Working on assigned Jobs actively and find the resource in least turnaround time.
- Extensive experience in Sourcing resumes and short-listing the candidates for the clients from Database and various Job Portals- Dice, Hiring Monster, CareerBuilder, **Naukri Gulf**, Gulf Talent, indeed, Qatar Living, Job Diva etc.
- Experience in working for GCC citizens and expatriates.
- Submitting the candidate with all the details such as references, rate, visa status etc. to end clients.
- Capable to work independently or as part of the team
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Responsible for full life cycle of recruitment 360 degree.
- Arrange Interviews and on-board candidates, along with record maintenance and data management.

#### **Flair Soft, Bhopal**

**05/2021 – 10/2022**

#### **HR, US IT Recruiter / Talent Advocate / Recruitment Specialist**

**Client:** US (Google, Facebook, State of Utah, New York, California etc)

- Candidate sourcing and screening for necessary qualifications.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Well versed in US recruitment and with tax terms like 1099, W2, C2C etc.
- Experience in contract staffing and permanent staffing. (Contract/Contract to hire)
- Working on assigned Jobs actively and find the resource in least turnaround time.
- Extensive experience in Sourcing resumes and short-listing the candidates for the clients from Database and various Job Portals- Dice, Hiring Monster, CareerBuilder etc.
- Experience in working for US citizens and GC's
- Submitting the candidate with all the details such as references, SSN, rate, visa status etc. to end clients.
- Capable to work independently or as part of the team
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Worked with clients like Deloitte, Commercial and State.

#### **Global Technical Talent, Bhopal**

**11/2019 – 02/2021**

#### **HR, IT Recruiter /Talent Advocate**

- Developing recruiting strategies based on analysing and understanding client job requirements
- Hands-on experience with Applicant Tracking Systems (ATS) called Job Diva. & Orwin
- Provided IT sourcing support for professional/exempt openings.
- Excellent knowledge of Internet-based recruiting tools (i.e.: Monster, Dice, Career Builder, etc.)
- Responsible for sourcing resumes on the Skill Sets against Active Client requirements.
- Performed all aspects of recruitment including sourcing, interviewing, qualification, and hiring of consultants.
- Handled multiple requirements per week and submitting the required number of candidates against every requirement.
- Qualifying resumes on demographics, compensation, etc. against the Active Client requirements.
- Submitted the resumes in the required format for the resumes approved after the QC process.
- Scheduled the interviews for the shortlisted Candidates.

- Constantly updated the database with the resumes.
- Sourced, recruited, and focused mainly on mid and senior-level IT (Technical) positions.
- Enjoyed the candidate/customer interactions and maintaining relationships with candidates.
- Worked on a wide range of IT positions like finding, Java Developer, Front End Developers, Back End Developers, Python Developer, Data Analyst, Data Scientist, Test leads, QA Engineers, System Analysts, Project Manager, Program Manager, Technical Recruiters and many more.

**White Lotus International L.L.C, Muscat (Oman)**

**09/2013 – 12/2018**

**Sana Sohar International L.L.C, Sohar (Oman)**

**12/2015 – 12/2017**

**Golden Group of Companies, Muscat (Oman)**

**09/2013 – 11/2014**

#### **H.R & Admin Executive**

- Recruitment/New Hire Process
- Payroll and benefits Administration
- Record Maintenance
- H.R Generalist
- Performance Appraisal
- Succession planning
- Grievance handling & Settlement
- Employee Welfare & Retention
- Induction and orientation
- Attend any meetings on behalf of the HR Manager/ Officer.
- Coordinating Hotel Associate events and activities.
- Compiling payroll / Absence data.
- Coordinating HR Dashboard / Statistics.
- Co-coordinating staff daily transportation to and from staff accommodation.
- Assist and resolve hotel staff and management queries.
- Updating salary and benefits information.