

MOHAMMAD SAIM

Present Address: - 190 Al-Minaz Row House Danilimda 380028,

Ahmedabad Email address: - saimansari12345@gmail.com

Mobile: - +917467010011, +919548905078

Career objective: -

I would like to work in an organization where I can utilize my skills and provide satisfactory services to the customers. Would like to be a part of a team where my work is recognized and I am able to grow within the organization. It should also provide me the financial stability.

Educational Qualification: -

Qualification	University/Board	Year	Result
Graduation B.COM	Udaipur University	2018-19	Grade B
S.S.C	UP Board	2010-11	54%
H.S.C	UP Board	2015-15	68%

Work-Experience:

Digital Media LLP (BPO)

Oct 2018 – Feb 2020

Process Associate

- Responsible for handling team and including Process Associate.
- Taking inbound and outbound calls, including call backs.
- Cold calling, Convincing, Pro-active customers, Leads.
- Managing data in excel, data managing for team, Report making.
- Calling customer, Sales, Customer service, Customer handling, Convincing, follow-ups.
- Responsible for lead generation and sales, Handling team, CRM(Leadsrain)
- Handling team, managing leads.
- Managing data in excel, spread sheets

Eteam.inc
Recruiter

February 2020 – June 2020

- Handling full life cycle recruiting experience - understanding the job order, sourcing the right candidate, handling negotiations, and closing deals.
- Responsible for sourcing candidates from various job portals such as Monster, Career Builder, Dice, indeed, LinkedIn
- Conduct professional assessment and verification for skills, experience, availability, compensation requirements and willingness to travel/relocate and overall suitability for the position.
- Perform all due-diligence steps including background screening and reference checking to mitigate fulfillment risks. Work on job orders for many Fortune 500 Companies.
- Scheduling in-person, telephonic and initial screening rounds of interview with soft closing candidates.
- Thorough knowledge of recruiting process from sourcing to recruiting for different employment statuses like W2, Corp-to-Corp, 1099 and for U.S. Citizens, GC, H1B, TN-1, and EAD holders.
- Screen the candidates for identifying them as the right match, pay rate negotiation, benefits negotiation, submitting candidate profiles at client side as well as on internal systems.
- Hands-on experience with Applicant Tracking Systems (ATS) Hands-on experience with Vendor Management Systems (VMS portals) such as Fieldglass, IQ Navigator, and Job Diva.
- Communicate with candidates throughout the hiring process. Maintain daily and weekly client reports

Epos Guru Pvt Ltd
Business Sales Associate

July 2020 to February 2021

- Responsible for handling Pipedrive and including Sales and Customer support.
- Provide the service to customer on chat (Zendesk, Email & WhatsApp)
- Manage sales in (England, France, USA, India, UAE, Africa, Australia & New Zealand)
- Taking inbound and outbound calls, including call backs.
- Marketing on social media (Facebook, Instagram, Mason Circle)
- Manage Feedback from customer about our product and service
- Cold calling, Convincing, Pro-active customers, Leads.
- Managing data in excel, data managing for team, Report making.
- Calling customer, Sales, Customer service, Customer handling, Convincing, follow-ups.
- Responsible for lead generation and sales, Handling team, CRM(Pipedrive)
- Handling team, managing leads.

E-Health Source LLC
Process Associate

March 2021 till Present

- Sunquest Administrative Duties, Copath application management, & on call duties (Service Now)
- Manage data of medical patient & maintain the record in Cure Companion.
- Have to solve the tickets in Precise Q.
- Have to provide the solution on email & call and solve the queries.
- Have to do the recruitment for medical department.
- Responsible for sourcing candidates from various job portals such as Monster, Jazz HR, indeed, LinkedIn.
- Handling full life cycle recruiting experience - understanding the job order, sourcing the right

- candidate, handling negotiations, and closing deals.
- Scheduling in-person, telephonic and initial screening rounds of interview with soft closing candidates.
- Thorough knowledge of recruiting process from sourcing to recruiting for different employment statuses like W2, Corp-to-Corp, 1099 and for U.S. Citizens, GC, H1B, TN-1, and EAD holders.
- Communicate with candidates throughout the hiring process. Maintain daily and weekly client reports

Computer Knowledge: -

Basic knowledge, MS Office, MS Word, MS Excel, Internet, Social media marketing

Personal Attributes: -

- Discipline
- Leadership
- Motivator
-
- Friendly

Personal details: -

Name : Mohammad Saim

Birthdate : 17th AUG 1993

Permanent Address : 92 Basta St, Chandpur, Distt. Bijnor 246725 (UP)

Gender : Male

Languages Known : Hindi, English

Declaration: -

I hereby declare that the above details provided by me are right up to my knowledge and I believe it as in order.

Regards,
Mohammad Saim