

AAMIR AHMED

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Present address: Riyadh, Saudi Arab

Iqama: Transferable



PROFESSIONAL SUMMARY

Results-driven Account Manager and Senior Recruitment Professional with 12+ years of experience in business planning, client handling, and account management. Expertise in US-based recruitment, talent acquisition, and team leadership. Adept at leveraging data-driven strategies, ATS tools (JobDiva, CEIPAL), and Boolean search techniques to streamline hiring processes. Proven ability to build strong client relationships, optimize recruitment workflows, and deliver high-quality talent solutions. Recently completed 6-month Cyber Security training covering Linux, CCNA, Kali Linux, Metasploit, OWASP, and VAPT, enhancing technical breadth in IT security and infrastructure.

Core Competencies:

- ✓ Account Management & Client Retention
- ✓ Full-Cycle Recruitment & Talent Acquisition
- ✓ Team Leadership & Mentorship
- ✓ ATS & CRM Optimization
- ✓ Negotiation & Stakeholder Management
- ✓ Data-Driven Recruitment Metrics
- ✓ Cross-functional Collaboration

PROFESSIONAL EXPERIENCE

Dec 2021 – May 2025

Sr. Recruitment Manager/Service Delivery

eTeam Info Services Pvt Ltd.

- ♦ Spearhead a team of recruiters, managing **35-40 IT requisitions annually** with a focus on **client satisfaction** and **retention**.
- ♦ Developed a **Search String Algorithm** to automate resume screening, **reducing sourcing time by 30%**.
- ♦ Mentored recruiters on **negotiation strategies**, ensuring **markup margins were exceeded by 15%**.
- ♦ Implemented **weekly recruitment dashboards** to track KPIs (time-to-fill, candidate pipeline) for executive reviews.
- ♦ Strengthened relationships with **50+ hiring managers** through proactive engagement and tailored recruitment plans
- ♦ Responsible for developing recruiting metrics and presenting information to the HR Director and Executive Management Team on a regular basis.

Aug 2020 – Nov 2021

Account Manager (US Recruitment Process)

American Nexus Trading Inc.

- ♦ Led end-to-end recruitment for **IT roles**, utilizing **CEIPAL ATS** to track 200+ candidates monthly.
- ♦ Boosted passive candidate engagement by **40%** via LinkedIn and niche job boards (Dice, TechFetch).
- ♦ Collaborated with HR Directors to design **hiring playbooks**, improving offer acceptance rates by 25%
- ♦ Created a Search String Algorithm to automatically screen through resumes within the ATS system, thus saving time for recruiters to actively source candidates.
- ♦ Mentored Recruiters on negotiating techniques while ensuring that markup margins were met or exceeded.
- ♦ Developed and continue to strengthen relationships with hiring managers including new ones with each acquisition.
- ♦ Used sophisticated applicant tracking systems(CEIPAL) and other recruiting software and CRM system to track applicants through the selection phase through to on-boarding.

- ♦ Collaborated with hiring managers and HR Director to develop and execute life cycle recruiting plans, using passive and active recruiting techniques and a broad variety of sources with a focus on developing a ready candidate pipeline to fill critical needs.
- ♦ Continually worked to improve the recruitment process to ensure an effective recruiting experience for hiring managers and applicants alike.
- ♦ Utilized social media communication to interest passive candidates in current and future HQ and new business development opportunities and to identify top talent and effectively screen them for suitability via resume reviews and phone screenings.
- ♦ Collaborate with hiring managers to thoroughly develop and appropriately implement hiring plans, job requirements and work with them to draft appropriate job advertisements.
- ♦ Established weekly recruitment meeting rhythms with program teams to track and report progress on open positions.
- ♦ Responsible for developing recruiting metrics and presenting information to the HR Director and Executive Management Team on a regular basis.

July 2018 – June 2020

Account Manager (US Recruitment Process)

Workpath Inc.

- ♦ Lead a team of recruiters by assigning and approving requisitions loads and mentoring on the best recruitment strategies.
- ♦ Recruiting capacity of 35-40 IT professionals requisition annually while partnering and building relations with Internal clients.
- ♦ Mentored Recruiters on negotiating techniques while ensuring that markup margins were met or exceeded.
- ♦ Developed and continue to strengthen relationships with hiring managers including new ones with each acquisition.
- ♦ Collaborated with hiring managers and HR Director to develop and execute life cycle recruiting plans, using passive and active recruiting techniques and a broad variety of sources with a focus on developing a ready candidate pipeline to fill critical needs.
- ♦ Continually worked to improve the recruitment process to ensure an effective recruiting experience for hiring managers and applicants alike.
- ♦ Utilized social media communication to interest passive candidates in current and future HQ and new business development opportunities and to identify top talent and effectively screen them for suitability via resume reviews and phone screenings.
- ♦ Established weekly recruitment meeting rhythms with program teams to track and report progress on open positions.
- ♦ Responsible for developing recruiting metrics and presenting information to the HR Director and Executive Management Team on a regular basis.

Dec 2017 to June 2018

Workpath Inc. (Hyderabad)

Talent acquisition specialist

Responsibilities:

- Involved in complete life cycle of recruitments.
- Handling entire recruitment process from Resourcing, searching, screening, negotiating and Recruiting candidates on international platforms for direct client
- Proficiency in resourcing US candidates for information technology from junior to senior position through search engines (Techfetch, Monster, CareerBuilder and Dice etc,) networking and database.
- Possess knowledge of recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Reviewing the Resumes as per the Client requirements identifying the right candidates, by searching jobs portals, internal database and referrals and Hotlists.
- Sourcing candidates using Boolean search, databases, search engines and other techniques..
- Working experience in Tax terms like W2, C2C, 1099
- Dealing with consultants on, H1B, GC-EAD, Green Card Holder, US Citizens on C2C and W2, etc.
- Negotiating the rates on Contract, Contract to hire basis, Full time
- Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Responsible to understand and analyze the requirements in different domain categories.
- Coordinating, Scheduling & Conducting Interviews.
- Keeping Track of Responses & Short listing Profiles.

Assistant Manager at Piaggio Vehicles Pvt Ltd: May 2014 – Oct 2017

Job Responsibilities:-

- Directed dealer networks, achieving **120% sales targets** in Mumbai and Chhattisgarh.
- Launched **10+ promotional campaigns**, increasing market share by **18%**.
- Setting targets to dealers in order to achieve desired business from the territory.
- Handling channel sales, maintaining relations with channel partners.
- Training and Managing dealer sales team.
- Analyzing market trend and forecasting.
- Identifying market to push the right product.
- Coordinating and organizing sales & service activities.

- Collect information and prepare analysis on Commercial Vehicle Market, trends and competitive actions.
- Managing Financial Solutions & Agreement with financiers.

Sales Officer at BharatBenz (Daimler Group) : Feb 2012 – March 2014

Dealership: Wasan Trucking Pvt. Ltd. - Mumbai, India

Job Responsibilities:-

- Handling sales of BharatBenz commercial vehicles (Daimler Group), Arranging load & trial for clients, Organizing Promotional Camp.
- Handling Dealers in the designated territory.
- Setting targets to dealers in order to achieve desired business from the territory.
- Handling channel sales, maintaining relations with channel partners.
- Training and Managing dealer sales team.
- Analyzing market trend and forecasting.
- Identifying market to push the right product.
- Organizing events for sales promotion.
- Coordinating and organizing sales & service activities.
- Collect information and prepare analysis on Commercial Vehicle Market, trends and competitive actions.
- Managing Financial Solutions & Agreement with financiers for customers.

EDUCATION

- Bachelor's degree in Engineering
- 10+2 (Mathematics and Physics)

TECHNICAL SKILLS

Recruitment Tools	Soft Skills	Technical Proficiencies
JobDiva, CEIPAL ATS	Client Relations	Boolean Search
LinkedIn Recruiter	Team Leadership	MS Office Suite

Recruitment Tools	Soft Skills	Technical Proficiencies
CRM Systems	Negotiation	Data Analytics

Cyber Security Tools: Linux, CCNA, Kali Linux, Metasploit, OWASP, VAPT

ACHIEVEMENTS

- 🏆 **Top Performer Award** at eTeam (2022) for exceeding placement targets by **35%**.
- 📊 **Scaled recruitment team** from 5 to 15 members while maintaining **95% candidate satisfaction**.

PERSONAL DETAILS

Name: Aamir Ahmed

Present Address: Riyadh, Saudi Arabia.

Permanent Address: GP 213, Lake Pearl Spring colony, Abbas Nagar, Bhopal (M.P)

Date of Birth: 29th June 1987

Marital Status: Married

Nationality: Indian

Languages known: English, Hindi & Urdu.

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Iqama Status: Transferable

CERTIFICATIONS

- Certified Ethical Hacker (CEH) – 6-month Cyber Security Training by Cybrom Technology Pvt. Ltd. (2025). Skills covered: Linux, CCNA, Kali Linux, Metasploit, OWASP, VAPT.