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SUMMARY:

Results-driven Talent Acquisition Specialist with 3+ years of experience in full-cycle recruiting across IT, Non-IT, and engineering domains. Proven expertise in strategic sourcing, candidate assessment, and client relationship management for global clients. Adept at ATS platforms (JobDiva, Bullhorn), Boolean searches, and diversity hiring strategies, with specialized knowledge of U.S. visa compliance (H1B, OPT, L2) and tax terms (W2/C2C/1099). Additional experience in HR operations, training coordination, and inventory management from tenure at BHEL. Combines technical recruitment skills with multilingual professional (English, Hindi, Urdu, Persian) with strong analytical, leadership, and cross-functional collaboration abilities.

EDUCATION:

- B. Tech. in Mechanical Engineering from Bagulamukhi College of Technology (RGPV affiliated), Bhopal - 2019-2022
- Diploma in Production Engineering from S.V. Polytechnic College (RGPV affiliated), Bhopal - 2017-2019
- 1 - Year part-time Diploma in Persian (Farsi) language from Madhya Pradesh Urdu Academy (NCPUL), Bhopal – 2024 - 2025

CERTIFICATIONS:

- Achieved “Certificate of Recognition” from Abbott Laboratories for exceptional performance and contribution to Innova team goals.
- Received the “Gratitude Award” from Innova Solutions for providing unconditional team support, collaboration, and performance.
- Accomplished certification from BHEL with WRI (Welding Research Institute) and AWS (American Welding Society) in Shielded metal arc welding (Level 03).
- Accomplished certification in the 3D Printing Workshop by FIZ Robotics Solutions in BHEL.
- Completed certification courses in CNC programming–lathe from MSME Technology Center, Bhopal

SKILLS:

- Recruiting
- Screening
- Negotiation
- Oracle Database
- Sourcing candidates through different job portals such as Monster, JobDiva, LinkedIn, etc.
- People Management
- Human Resource Development
- MS Office, Word, Excel
- Email Writing
- Sales and marketing
- Data Collection
- Market analysis
- Cold Calling
- Linguistic

PROFESSIONAL EXPERIENCE:

Bharat Heavy Electricals Limited (BHEL) Bhopal

VT/OT Assistant (Human Resource Development Center block - Onsite)

March 2024 – March 2025

- **Trainee Registration & Documentation:**
 - Managed the registration of new BHEL Vocational Training trainees using Oracle Software.
 - Facilitated the approval process from managers and guides in each VT.

- Collected and verified essential trainee documents, including affidavits, college letters, payment receipts, guideline forms, and bio-data.
- Assisted in guiding VT trainees to their respective blocks within the factory.
- **Administrative & Attendance Management:**
 - Maintained daily attendance records for Engineer Trainees & VT Trainees and used the Biometric Punch System for monthly graduate and diploma trainees.
 - Processed and tracked leaves (CL, EL, CSL, OL) for graduate and diploma trainees via the BHEL Database System.
 - Assisted in payroll preparation by providing relevant data (absence, leaves, etc.) at the NATS portal.
- **Revenue Generation & Performance:**
 - Successfully exceeded the assigned benchmark by generating VT revenue beyond the set target for the financial year 2024-25.
- **Data Management & Reporting:**
 - Prepared Gate Pass Data for VT trainees using MS Excel & Word.
 - Maintained a systematic record of trainee certificates and issued VT Completion Certificates upon successful training completion.
- **Customer Relationship & Engagement:**
 - Ensuring that operational processes meet the needs and expectations of customers (VTs and trainees) by addressing feedback.
 - Implementing initiatives to boost trainees' morale, conducting surveys to gather feedback for analysis of training effectiveness.
- **Training Coordination & Development:**
 - Assisted in identifying training needs, organizing professional development programs, and promoting continuous learning within the organization.
 - Assisted in organizing and coordinating training programs and workshops for BHEL Employees & Customers.

Innova Solutions, Duluth, GA

Associate Recruiter – US (Remote)

March 2023 – July 2024

- Spearheaded end-to-end recruitment for Non-IT divisions (Medical Devices, Pharma, Aerospace, Retail, Healthcare, Financial Services, etc.), serving global clients like Abbott, 3M, Schneider Electric, and L3 Harris via VMS Fieldglass.
- Headhunted passive candidates using Boolean searches, social media (LinkedIn, Dice), and ATS tools (JobDiva, Bullhorn) to build a robust talent pipeline.
- Managed the full recruitment lifecycle by sourcing, screening, interviewing, negotiating offers, and onboarding for W2, C2C, and 1099 hires.
- Specialized in U.S. visa compliance (Citizens, GC, H1B, OPT, L1, TN, etc.) and tax terms to ensure seamless candidate placement.
- Partnered with hiring managers to refine job requisitions, optimize job descriptions, and align recruitment strategies with business needs.
- Delivered high-quality candidate shortlists with detailed evaluations to expedite hiring decisions.
- Implemented diversity-focused recruitment strategies, leveraging data-driven approaches and social media analytics.
- Conducted market rate analysis to ensure competitive compensation and attract top-tier talent.
- Successfully placed candidates in roles such as Machine Operators, Warehouse Associates, CSR, Medical Device Assemblers, and Office Support (Receptionist, Sales Support, Coordinators).
- Managed internal recruiting initiatives, including employee referral programs and job board postings (Monster, CareerBuilder, and Nexxt).
- Tools & Systems: Proficient in JobDiva, Bullhorn ATS, MS Office (Excel, Word, Outlook), and VMS platforms like Fieldglass.

Global Technical Talent, Inc., Portsmouth, NH

Talent Advocate - US (Remote)

March 2022 – February 2023

- Led full-cycle recruitment for IT, Non-IT, and Financial Services divisions, managing end-to-end hiring processes from sourcing to onboarding.

- Headhunted top-tier IT & Non-IT professionals across industries including Medical Devices, Pharmaceuticals, Retail, Healthcare, and Financial Services for global clients such as Abbott, Hologic, TJX, Audible, Bose, and Estée Lauder Companies.
- Developed and executed targeted recruitment strategies to attract and retain a diverse pool of highly skilled professionals in competitive markets.
- Managed U.S. immigration and visa processes (Citizens, GC, H1B, OPT, CPT, L1, TN, etc.) and ensured compliance with W2, C2C, and 1099 employment terms.
- Leveraged JobDiva ATS, LinkedIn Recruiter, Dice, and CareerBuilder to source, screen, and evaluate candidates for technical and non-technical roles.
- Specialized in placing professionals in high-demand roles includes for IT: Embedded Software Engineers, ETL Developers, IT Project Managers, Data Analysts & for Non-IT: Compensation Analysts, Business Analysts, Clinical Trials Managers, Sales Support
- Partnered with hiring managers to define job requirements, refine job descriptions, and align recruitment strategies with organizational goals.
- Provided detailed candidate assessments and market insights to expedite hiring decisions.
- Technical Proficiency: Advanced user of JobDiva ATS, MS Office Suite (Excel, Word, Outlook), and recruitment analytics tools.

Royal Trading Company, INC., Bhopal, MP

Assistant Inventory Manager – Consignment Dispatch (Onsite)

May 2020 – Jan 2021

- Managed daily warehouse operations, including receiving, inventory control, maintenance, and employee scheduling to ensure efficiency.
- Coordinated onboarding and ongoing training programs for new and existing employees on warehouse procedures and safety protocols.
- Optimized stock rotation procedures to minimize waste and improve inventory accuracy.
- Organized and maintained warehouse storage space to maximize efficiency and accessibility.
- Trained store staff on proper stocking procedures, product dating, and inventory management best practices.
- Planned and optimized warehouse layout to improve space utilization and workflow.
- Collaborated with store management to resolve inventory discrepancies, shortages, and shipment damages.
- Acted as a liaison between warehouse staff and management to address inventory issues and implement corrective actions.

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS:

- Accomplished Bronze medal and Certification for making a Major Project –“Best out of Waste” in BHEL on the topic ‘Water tank auto cut-off system’.
- Accomplished Bronze medal and certification in a wall painting competition in BHEL.
- Accomplished Certification for making a major project on the topic ‘ Vertical Hydroponics System in BHEL.
- Accomplished certification for outstanding performance in making the major project on Vertical Hydroponics–SPARK Rain Tower
- Secured 1st position in Poem writing Competition at SV Polytechnic College, Bhopal
- Completed vocational training in Pneumatics, hydraulics controls, and instrumentation from CRISP, Bhopal

HOBBIES &INTERESTS:

- History (Middle Eastern& Central Asian)
- Swimming
- Foodophile

STRENGTHS:

- Strong communication skills
- Leadership
- Team Player
- Highly Motivated and enthusiastic in nature

- Adaptive nature
- Ability to work under pressure.
- Quick learner
- Experienced working in industrial and office environments

PERSONAL INFORMATION:

- DOB – 07/09/1998.
- Nationality – Indian
- Marital Status – Single
- Known Languages – English, Urdu, Hindi, Persian
- Address – C-91, Mayur Vihar Colony, Ashoka Garden, Bhopal, MP-462023, India