



SHEIK IBRAHIM. SR

CURRENT EXPERIENCE: OPERATIONS / PROJECT
COORDINATOR /ADMIN IN CHARGE
PAST EXPERIENCE: LEAD RECRUITER

CONTACT

UAE: +971 56 358 9378
WhatsApp: +971 54 534 6056
hotbits.janu@gmail.com
LinkedIn:
in.linkedin.com/in/sheik2012/

EDUCATION

2009 - 2011: JJ College Of Arts & Science, Pudukkottai (Tamilnadu, India) Master of Science in Information Technology (Affiliated by Bharathidasan University, Trichy)
2006 - 2009: JJ College Of Arts & Science, Pudukkottai (Tamilnadu, India)
Bachelor of Science in Information Technology (Affiliated by Bharathidasan University, Trichy)

PROFILE

- **Previous Experience:**
Persuasive & result oriented professional with 3.5 years of experience in the US IT recruitment and 1.5 Years of experience in domestic IT recruitment.
- Proficient with multiple job portals like Naukri, Dice, Monster, Career Builder, and LinkedIn.
- Proficient at successful sourcing and recruiting candidates via Internet sources and online resume database.

Professional Experience:

Operations / Project Coordinator / Admin in Charge
Aug 2017 - Aug 2023
Vostok Trading LLC, Dubai, UAE

Vostok Trading LLC, an IT Security Solutions Provider in UAE specializes in Security Alarm devices, CCTV Surveillance cameras, Remote Access Control Systems and ANPR Systems. Also specializes in IT hardware and IT software communication related technologies. For more info, please visit www.vostok.ae

- Supervising , managing and coordinating with a team of 23 which includes technicians, team technical supervisors and technical engineers and make sure they accomplish the project before the deadline.
- Coordinating with the clients and contractors as well as internal departments (Portal team, Video guard team, sales team, stock and maintenance team) for the installation, maintenance, and support to ensure the complex requirements.
- Participating in site visits together with the technical supervisor on or before starting a new project. Monitoring technicians onsite while ongoing installation and checking if the project is being done as per the plan and schedule. After installation, checking and verifying if the completed project is done as per standard and as per customer satisfaction.
- Gathering updated layout, work service report from the duty technicians once the installation process is completed.
- Preparing the invoice documents (along with the approved quotation, material delivery order and work service report) to the accounts department.
- Performing office admin tasks / documents filing / scanning ,preparing method statements and reports.
- Good experience in ADMCC Inspection procedures (AUH and Al Ain Portal) , Sharjah and Ajman Police Portal .

Career Objective:

- To find a challenging position to meet my competencies, capabilities, skills, education and experience.

Keys for Success:

- Integrity
- Leadership
- Teamwork
- Training
- Recognition
- Communication
- Continuous Improvement

Personal Information:

Name: Sheik Ibrahim. SR

Father's Name: B. Ramjan

Nationality: Indian

Religion: Muslim

Date of Birth: 23-07-1988

Marital Status: Married

Permanent Address:

SS Manzil, Renga Nagar,
Thuraiyur Main Road,
Perambalur-621212

Temporary Address: Burdubai,
Dubai, UAE.

Visa Status: Visit Visa (will expire
on Jan 19, 2024)

Sr. Executive - L6 (IT Recruitment)

August 2015-December 2016

IKYA Human Capital Solutions (A Division of Quess Corp Limited), Trichy

- Managed and handled a team of 5 recruiters.
- Provided initial stage of training for new team resources regarding the organization, management, their roles and responsibilities.

January 2012 – May 2015

Ten Path Solutions (Formerly 24/7 Headhunting (Outsourced Recruiting Services), Trichy

Roles Performed: IT Technical Recruiter / Sr. Associate - L2 (SME)

- Managed, trained and assisted the existing team resources, new trainees from the initial stage of providing sourcing and calling techniques.
- Trained them about the various job portals in order to find qualified candidates.
- Coached, developed and cross trained employees on multiple work processes.
- Led a team of 5 recruiters.
- Recruited high-end technical professionals in the area of Information Technology Industry in contract, contract to hire and full-time positions.
- Has worked some ATS (Application Tracking Systems) tools like Bullhorn, CATS and knowledgeable with Smart Search.
- Pre-screened candidates with detailed phone screens, which would include evaluating their capability to the job requirements, thereby ensuring the right fit for the position.
- Negotiated wage rates and other terms and conditions of employment with candidates.
- Scheduled interviews, and followed-up on each submitted candidate until the candidate is accepted / rejected.
- Interacting with clients on and off in regards to the requirement's details and for scheduling interviews with candidates.
- Created reports to track and follow the candidate's interview through MS Excel.
- Established weekly reporting mechanisms on status of requirements, submissions, & interviews to Account Manager
- Recruited Consultants on W2, Corp-to-Corp and 1099 for Full time, Contract and Contract to Hire positions. Familiar with Visa status like US/Canada Citizens, GC, H1B, TN-1, EAD holder