

Alameen I

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CAREER OBJECTIVE

Experienced in banking processes at the Commonwealth Bank of Australia, supporting the banking team through loan document verification, classification, task volume monitoring, and queue management using Kofax Total Agility. Results-driven Technical Recruitment with 3 years of experience in identifying and qualifying candidates for IT positions. Skilled in outlining job requirements, developing sourcing strategies, and coordinating interviews

WORK EXPERIENCE

Executive IT Recruiter | AmpsTek LLC | Aug 2024 – Sept 2025

- Managed end to end recruitment for IT positions across the UK & Europe, Gulfs, South Africa and Turkey countries covering Permanent, contract, and C2H roles.
- Utilize advanced Boolean search techniques across LinkedIn Recruiter, Monster, and Ceipal ATS to proactively source, engage, and maintain a robust pipeline of high-quality candidates.
- Recruit for diverse technologies including Front-End, Back-End, Full-Stack development, Cloud Computing, SAP, Project Managers, Business Analysis, and Data Science.
- Screening candidate resumes against client job descriptions and sourced exact matches using advanced Boolean search.
- Conduct comprehensive phone screenings to assess candidate qualifications, job specifications, location, salary expectations, and work authorization status.
- Apply in-depth knowledge of international employment regulations, including UK IR35 status, EU B2B/Fixed-Term contracts, and work authorizations (Tier Visa, ILR, BlueCard, HSM)

Executive Recruiter | Spectra Business Services Pvt. Ltd | Nov 2023 - July 2024

- Managed the full-cycle recruitment process from sourcing and screening to pre-interview, offer negotiation, and onboarding
- Increased the qualified candidate pipeline by 30% by implementing strategic sourcing strategies using Boolean searches, ATS tools, job portals, and LinkedIn Recruiter
- Collaborated with hiring managers to define role requirements and develop targeted recruitment strategies, reducing time-to-fill.
- Specialized in recruiting for technical roles including Software Development (.NET, Java, Python), AI/ML, Cloud (AWS, Azure), Cybersecurity, DevOps, and QA.

Executive IT Recruiter - US | Promantis, Inc | April 2022 - Oct 2023

- Managed full-cycle recruitment for over 25 technical positions including contract, contract-to-hire (C2H), and permanent placement roles, specializing in placements for both US Federal clients and the private sector.
- Achieved an 80% hiring success rate and an 80% offer acceptance rate through strategic candidate relationship management, salary negotiation, and ensuring strong client-candidate fit.
- Expertly sourced passive candidates using advanced Boolean search techniques across multiple platforms including LinkedIn Recruiter, Dice, and Monster to build robust talent pipelines.
- Screened, evaluated, and qualified candidates through resume review, phone screenings, and interview coordination to ensure alignment with technical requirements and company culture.
- Managed the entire recruitment lifecycle within the Ceipal ATS, tracking candidates, managing requisitions, and reporting on key recruitment metrics
- Maintained expert knowledge of US hiring compliance, employment laws, and engagement models (W2, 1099, Corp-to-Corp), as well as work authorizations (H-1B, L-1, H-1B1, E3, EADS, TN, Green Card and US Citizens).

Process Associate | HCL Technologies | March 2021-Dec 2021

Client: Commonwealth Bank of Australia

Project Overview: Supported the Commonwealth Bank of Australia, a leading multinational banking and financial services institution, by managing loan operations and ensuring efficient document processing.

- **Document Processing & Classification:** Utilized **Kofax Total Agility** to accurately classify and manage loan documents, enhancing productivity and data integrity.
- **Queue & Volume Management:** Monitored and prioritized workloads with an analytical approach, optimizing resource allocation and turnaround times.
- **High-Priority Loan Handling:** Identified and expedited critical loan applications based on predefined criteria, ensuring strict adherence to **Turnaround Time (TAT)** targets.
- **Customer Service Excellence:** Resolved client inquiries promptly, consistently exceeding **Service Level Agreements (SLAs)** for quality, productivity, and TAT.
- **Process Improvement:** Applied **Six Sigma** and **MIS** principles to refine workflows, introducing a task prioritization system that reduced processing time for high-priority loans.
- **Queue Oversight:** Managed multiple queues, including **credit cards, commercial VNV, RTS, See Post & Post Events, and HL ME & Validation**, ensuring seamless operations.

SKILLS

- **Recruitment:** Full-Cycle Recruitment, Boolean & X-Ray Search, Salary Negotiation, Candidate Pipeline, Client Management.
- **Compliance & Tax Terms:** Inside/Outside IR35 (UK) Own payroll & B2B (EU) AND Corp-to-Corp, W2, 1099 (USA), B2B, Fixed-Term Contracts, Work Authorizations (H-1B, L-1, H-1B1, E3, EADs, TN, Green Card and US Citizens) AND (EU&EK: Tier, ILR, British, HSM, Skilled Worker, ICT, PSW and EU BlueCard & Citizens)
- **Recruitment & Sourcing:** .NET, Java, JavaScript, Python, PHP, AI/ML, Avaloq (Cloud: AWS, Azure and GCP), Cybersecurity, DevOps, SAP tools and C & C++
- **Banking Operations:** Kofax Total Agility, Loan Document Verification, Queue Management, SLA Management, Process Improvement
- **Tools & ATS:** Ceipal ATS, LinkedIn Recruiter, Dice, Monster, Naukri

EDUCATION

Master of Business Administration in Finance and Marketing | MEASI Institute of Management | 2018 - 2020

Bachelor Of Commerce (B. COM) in Information System Management | The New College | 2014 – 2017