

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

- Directed full-cycle recruitment for IT positions across the UK, Europe, Gulf, South Africa, and Turkey, securing permanent, contract, and contract-to-hire (C2H) placements that supported critical client projects and reduced vacancy durations.
- Leveraged advanced Boolean search techniques on LinkedIn Recruiter, Monster, and Ceipal ATS to source and engage high-caliber candidates, building a robust pipeline that exceeded quarterly targets by 25%.
- Recruit for diverse technologies and roles including Front-End/Back-End Developers, Cloud Engineers, DBAs, Administrators, Project Managers, Data/Business Analysts, Architects, and IT Support, resulting in over 50 successful hires aligned with client technical needs.
- Conducted precise resume screenings and phone interviews, matching candidates to job specifications with 90% accuracy, while evaluating salary expectations, location preferences, and work authorizations to ensure optimal fit.
- Applied expert knowledge of global employment regulations—such as UK IR35, EU B2B/Fixed-Term contracts, and visas (Tier Visa, ILR, BlueCard, HSM)—to mitigate compliance risks and facilitate international talent mobility for multinational clients

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

- Orchestrated end-to-end recruitment processes from sourcing to onboarding, filling technical roles efficiently and contributing to a 20% reduction in time-to-fill through targeted strategies.
- Amplified qualified candidate pipelines by 30% via innovative sourcing methods, including Boolean searches, ATS optimization, job portals, and LinkedIn Recruiter, directly impacting team hiring goals.
- Partnered closely with hiring managers to refine role requirements and craft customized recruitment plans, enhancing candidate quality and accelerating placement cycles.
- Fostered long-term candidate relationships through superior service and professionalism, achieving a 95% satisfaction rate in post-placement feedback and increasing repeat referrals.
- Spearheaded specialized talent acquisition for Full Stack Software Development, Cloud Computing, Databases, and Cybersecurity, fulfilling diverse client requirements in competitive IT markets.

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

- Led full-cycle recruitment for 25+ technical positions in contract, C2H, and permanent formats, serving US Federal and private sector clients with an 80% hiring success rate and 80% offer acceptance rate.
- Mastered passive candidate sourcing using advanced Boolean techniques on LinkedIn Recruiter, Dice, and Monster, constructing talent pipelines that filled high-priority requisitions 15% faster than industry averages.
- Evaluated and qualified candidates via rigorous resume reviews, phone screenings, and interview coordination, ensuring precise alignment with technical specs, cultural fit, and project demands.
- Streamlined recruitment operations within Ceipal ATS, tracking metrics, managing requisitions, and generating reports that informed data-driven decisions and improved overall efficiency.
- Maintained comprehensive expertise in US hiring compliance, including employment laws, engagement models (W2, 1099, Corp-to-Corp), and work authorizations (H-1B, L-1, H-1B1, E3, EADs, TN, Green Card, US Citizens), enabling compliant and risk-free placements

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, Pipeline Growth Client Management,
- **US Compliance & Tax Terms:** Corp-to-Corp, W2, 1099; Work Authorizations (H-1B, L-1, H-1B1, E3, EADs, TN, Green Card, US Citizens)
- **UK/EU Compliance & Tax Terms:** Inside/Outside IR35 (UK), Own Payroll & B2B (EU), Fixed-Term Contracts; Work Authorizations (Tier, ILR, British, HSM, Skilled Worker, ICT, PSW, EU BlueCard, EU Citizens)
- **Technical Recruitment Expertise:** Cloud (AWS, Azure, GCP), AI/ML, DevOps, Cybersecurity, Software Development (Java, .NET, Python, React, JavaScript, Node JS, Angular, PHP), Database (Oracle, SQL tools), Networking, Avaloq, SAP tools, HTML, CSS, 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