



# Asraf Khan A

## IT Recruiter

### Contact Details:

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Khanasraf94@gmail.com

### Education:

BE - Electrical and Electronics Engineering from Sethu Institute of Technology - 2016

### Skills:

- E2E Recruitment
- C2H, Permanent Staffing
- Talent Acquisition (TA)
- Sourcing, Screening
- Interviewing Follow-ups
- Offer Negotiation
- Stakeholder and vendor management
- Oracle HCM, Core HR, Absence, ORC Modules

### Job Boards & ATS tools:

- Naukri, Indeed, Shine
- Ceipal
- Career builder, Dice, Monster
- LinkedIn

### Technologies Worked:

**Development:** .NET, Java, Python, Php, MERN, MEAN, React, Angular.

**Design:** UI, UX, AutoCAD, Sketch up.

**ERP:** SAP, Oracle, PeopleSoft, Workday

**Networking:** L1, L2, L3, Cyber security, IT audit, Business Analyst, Data Analyst, Data Science, Data Engineer, QA, AIML, Low code, No Code  
And all other IT and Non IT Roles.

### Summary:

Seeking a challenging career in IT recruitment, where I can contribute my technical and functional knowledge for an organization's success, by applying the best business practices through innovative solutions and constantly updating my skills. Assignments across Industry as Technical recruiter.

### Work Experience:

**AMBC Technology Pvt Ltd**  
Sep 2025 – Nov 2025 - Madurai  
IT Recruiter

**Cloud Vantage Solution Pvt Ltd**  
Sep 2023 – Jun 2025 - Madurai  
IT Recruiter

**Egrove System**  
Jan 2023 - Jul 2023 - Madurai  
Information Technology Technical recruiter

**VDart**  
Mar 2022 - Dec 2022 - Trichy  
IT Recruiter/Technical recruiter

### Roles and Responsibilities:

- Responsible for End to End IT and Non IT Recruitment including sourcing, screening, negotiation, interview follow-ups, scheduling, offer release, joining formalities.
- Regular discussion with stakeholders on the hiring status. Taking JD Clarity, filling requisition – Intake form, creating job postings, reporting/tracking data, recruitment drive, walk-ins etc.
- Successfully manage multiple clients with different recruitment
- Arranging and coordinating interviews with the technical SMEs.
- Closing all active requisitions before aging
- Involved in salary negotiation with selected candidate in order to get them within client budget and having strong convincing skills.
- Involve in CTC proposal, offer release process and following up with the candidate towards joining
- Creating pipeline for critical positions on proactive basis and maintain sufficient pool for proactive demands.
- Effectively source candidates from varied sources such as job portals (Naukri), LinkedIn, and Screening the profile which comes through employee referrals, internal job posting through company website.
- Hired a variety of profiles from mid to senior levels.
- Educating candidates on company benefits, policies and procedures.
- Initiating background checks on candidate and verifies employment eligibility, and collects necessary documents from selected candidates.
- Team player, responsible and enthusiastic with excellent analytical, interpersonal and communication Skills and ability to perform under pressure