



# arthur<sup>+</sup> lawrence

## Response to RFP No. 0464

Provide Information Technology Support  
and/or Supplement Staffing for the  
Department of Electronic Information  
Systems (EIS) and Telecommunications

Time and Date of Receipt:  
August 25, 2023\_3.30PM

[arthurlawrence.net](http://arthurlawrence.net)

**Submitted To: Jefferson Parish Purchasing Department**  
200 Derbigny Street General Government Building, Suite 4400 Gretna, LA 70053  
Buyer Name: SHANNA FOLSE  
Buyer Email: [sfolse@jeffparish.net](mailto:sfolse@jeffparish.net)  
Buyer Phone: 504-364-2680

**Submitted By: Arthur Lawrence Management LLC**  
11233 Shadow Creek Parkway Suite 313 Pearland TX 77584 Brazoria County  
Contact: (832) 453-1432  
Email: [govt@arthurlawrence.net](mailto:govt@arthurlawrence.net)

---

## A. COVER LETTER

---

### **Arthur Lawrence Management LLC**

**Address:** 11233 Shadow Creek Parkway Suite 313 Pearland TX 77584 Brazoria County

**Phone:** 8324531432

### **Contact Person**

**Name:** Alizae Bahadur

**Title:** Global talent sourcing partner

**Email Address:** [alizae@arthurlawrence.net](mailto:alizae@arthurlawrence.net)

**Telephone Number:** 8324531432

**Date:** August 25, 2023

Addressed To,

### **Jefferson Parish Purchasing Department**

200 Derbigny Street General Government Building,

Suite 4400 Gretna, LA 70053

Buyer Name: SHANNA FOLSE

Buyer Email: [sfolse@jeffparish.net](mailto:sfolse@jeffparish.net)

Buyer Phone: 504-364-2680

**Subject:** Enclosed Proposal for Jefferson Parish RFP No. 0464

*Dear Ms. Folse,*

*I am writing on behalf of Arthur Lawrence Management LLC to express our enthusiasm in submitting our response to Jefferson Parish's Request for Proposal (RFP) No. 0464 for IT Support and Supplemental Staffing. As the authorized signatory, I confirm our willingness to perform the services outlined in the RFP and negotiate a contract with Jefferson Parish. We are excited about the opportunity to collaborate with Jefferson Parish and contribute to the success of your projects.*

*Upon a thorough examination of the Scope of Work and all requirements outlined in the RFP, we are confident that our capabilities align seamlessly with your needs. Arthur Lawrence Management LLC takes great pride in delivering tailored staffing solutions that cater to the unique demands of each client. Our team's extensive experience in IT staffing and service delivery ensures that we can provide the expertise necessary to support Jefferson Parish projects effectively.*

*We are eager to offer our services in all the target areas as specified in the RFP:*

---

*At Arthur Lawrence Management LLC, we understand the significance of compliance with all regulations and guidelines presented in the bid document. Rest assured, our team is committed to upholding the highest standards of compliance throughout every phase of the project. We will work closely with your team to ensure that project milestones are met within the allocated budget and timeline.*

*With our proven track record, expertise, and dedication to excellence, we are confident that our collaboration will yield exceptional outcomes for Jefferson Parish. Our commitment to quality and client satisfaction drives us to exceed expectations and deliver tangible results.*

*Thank you for considering our proposal. We look forward to the opportunity to partner with Jefferson Parish and contribute to the successful realization of your goals. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.*

*Sincerely,*

*Alizae Bahadur*

---

*Alizae Bahadur,  
Global talent sourcing partner,  
Phone: (+1) 832 453 1432  
Arthur Lawrence Management LLC*

**Request for Proposals #0464**

**To Provide Information Technology Support Services and Supplemental Staffing for the Departments for Electronic Information Systems (EIS) and Telecommunications**

**SIGNATURE PAGE**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Information Technology Support Services and Supplemental Staffing for the for the Jefferson Parish Electronic Information Systems (EIS) and Telecommunications Department.

**Request for Proposals will be received until 3:30 p.m. Local Time on: August 25, 2023.**

Acknowledge Receipt of Addenda: Number: 1  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: Arthur Lawrence Management LLC

Address: 11233 Shadow Creek Parkway Suite 313, Pearland, Texas - 77584, Brazoria County

Phone Number: +1 832 453 1432 Fax Number +1 832 431 4311

Type Name of Person Authorized to Sign: Alizae Bahadur

Title of Person Authorized to Sign: Global Talent Sourcing Partner

Signature of Person Authorized to Sign: 

Email Address of Person Authorized to Sign: alizae@arthurlawrence.net

Date: 08.23.2023

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

**Request for Proposal**

**AFFIDAVIT**

**STATE OF** Texas

**PARISH/COUNTY OF** Brazoria

BEFORE ME, the undersigned authority, personally came and appeared: Faiza Raza  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she  
is the fully authorized Representative of Arthur Lawrence  
Management LLC (Entity), the party  
who submitted a proposal in response to RFP Number 0464, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B**   **X**   There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B**   **X**   there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

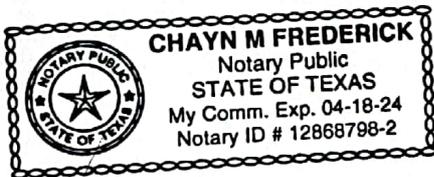
Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B   X   There are **NO** subcontractors which would require disclosure under Choice A of this section.



*Faiza*

Signature of Affiant

FAIZA RAZA

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 23<sup>rd</sup> DAY OF August, 2023.

*Chayn M Frederick*

Notary Public

Chayn M FREDERICK

Printed Name of Notary

12868798-2

Notary/Bar Roll Number

My commission expires 04/18/2024.

---

## B. TABLE OF CONTENTS

---

<b>C. Technical Proposal Elements.....</b>	<b>5</b>
Compliance with RFP Requirements:.....	5
Arthur Lawrence Qualifications:.....	5
<b>D. Proposer Qualifications and Experience.....</b>	<b>7</b>
Company Overview.....	8
Our Awards.....	8
Affiliations.....	8
Licenses and Certifications.....	9
OUR JOURNEY.....	9
Our Services.....	10
Organization Chart.....	12
Experienced Project Team.....	13
Past Experience.....	14
<b>E. Innovative Concepts.....</b>	<b>16</b>
<b>F. Project Schedule.....</b>	<b>17</b>
Project Management Methodology.....	17
Our Hiring and Onboarding Process.....	17
<b>G. Financial Profile.....</b>	<b>23</b>
<b>H. Transition Plan.....</b>	<b>25</b>
<b>APPENDIX.....</b>	<b>27</b>

---

## C. Technical Proposal Elements

---

### **Technical Proposal: Demonstrating Compliance with RFP Requirements and Proposer Qualifications**

Arthur Lawrence, a trusted name in IT staffing, is pleased to present our technical proposal that meticulously outlines our alignment with the RFP requirements defined in the Scope of Work/Services (Part II) and our strong qualifications as a prospective partner for Jefferson Parish. We recognize the significance of this endeavor and are committed to delivering unmatched value through our services.

#### **Compliance with RFP Requirements:**

**Scope of Work Expertise:** Our team's expertise spans all the technology systems, services, and applications highlighted in Section 2.1 of the RFP. Our certified professionals possess in-depth knowledge of Oracle, MS SQL Server, network administration, GIS applications, data center systems, Microsoft products, cybersecurity, telecommunications, and more.

**Supplemental Staffing Positions:** We have the perfect blend of skilled professionals to fulfill the specified positions. Our team includes certified server technicians, network administrators, Oracle database administrators, Microsoft support technicians, programmers/analysts, and PC/help desk technicians.

**On-site Support and Availability:** We fully understand the importance of on-site presence. Our staff will work alongside Parish employees, providing seamless assistance, redundancy, and immediate issue resolution. We are dedicated to providing support after hours, weekends, and during emergencies as required.

**Experience with Third-party Applications:** Our experience with third-party applications such as OpenText document management, DBVisit, NextRequest, NetDocs, and NeoGov demonstrates our versatile capabilities in managing a diverse IT landscape.

#### **Arthur Lawrence Qualifications:**

**Certified Experts:** Our team is backed by certifications that validate our expertise. Our technicians hold VCP6, MCSE, CCNA, and Oracle Database Administrator Certified Associate certifications, among others.

**Proven Track Record:** With an established track record of successful IT staffing and project implementation, Arthur Lawrence has consistently exceeded expectations in delivering quality services to various clients.

---

**Technical Proficiency:** Our team's proficiency in various programming languages, database management, network administration, and cybersecurity is well-documented, as evidenced by our successful project executions.

**Open Communication and Collaboration:** We emphasize transparent communication and collaborative efforts, ensuring our expertise aligns with your goals and expectations.

**Flexibility and Adaptability:** Our ability to adapt to changing requirements and dynamic technology landscapes positions us as a reliable partner capable of accommodating evolving needs.

In conclusion, Arthur Lawrence's technical proposal reflects our meticulous compliance with the RFP requirements outlined in the Scope of Work/Services and our strong qualifications as an IT staffing partner. We are excited about the prospect of contributing to Jefferson Parish's technological advancement and look forward to discussing our proposal in further detail.

## D. Proposer Qualifications and Experience

Arthur Lawrence has offered services for implementing business applications throughout the whole organization and for management and technology consultancy. Organizations may benefit from our skills in designing winning strategies and affordable solutions thanks to our in-depth technical expertise and extensive experience working with world-class firms. For the purpose of achieving extraordinary outcomes and accelerating growth, we believe in putting forward cutting-edge strategies. Our specialty is employing approaches that are tailored to each client's specific requirements to provide value to them.

We offer services within the domain of talent acquisition, digital transformation, and business process management. Our digital services include marketing and sales, experience design, branding and cybersecurity services.

Our talent acquisition services entail resource process outsourcing, specialized staffing, and recruiter on-demand. Within the talent space, we work closely with our partners to understand their goals and expectations and apply that knowledge during the journey right from sourcing and onboarding to nurturing the talent and offering strategic consultative insights throughout the process.

Our business process management services include end-to-end finance and accounting services (FAS), healthcare revenue cycle management and supply chain solutions. With FAS, we enable our clients to transform their finance & accounting operations. Our services range from helping our clients find the right talent that helps develop a digital strategy for their accounting operations all the way to outsourcing and offshoring.

Our digital transformation consulting services help businesses seamlessly navigate digital disruption as they adopt digital tools, applications and workflows to enhance processes across the enterprise.

We have earned several prestigious awards and fostered affiliations; some of them include Forbes Business Development Council membership, and the UN Women Empowerment Principal Signatory, among others.

**Our Mission - *To empower our clients and employees to achieve their 'exceptional'***

We aim to empower our clients to achieve their goal of delivering exceptional value to their shareholders and to build and nurture a community of talent to help them achieve their goal of attaining an exceptional career.

### **Our Purpose - *Improving lives by creating exceptional value***

We are driven by the idea “to improve lives for every employee, client and partner” –by creating exceptional value for them.

### **Company Overview**

Arthur Lawrence is a management and technology consulting firm focused on providing exceptional resources across multiple domains. Our deep industry knowledge and expertise in talent acquisition, business process management (BPM) and digital transformation ensure enterprise-wide strategic alignment for our partners and clients.

We have been the trusted partner to various Fortune 500 and Global 2000 companies since 2003. Our people are driven by the idea to improve lives and work alongside our clients as one team with a shared purpose to create exceptional value for them in every communication, interaction and transactions.

### **Our Awards**

- ★ Winner of Entrepreneur 360 Award (2019).
- ★ IAOP Award; Ranked in the top 100 internationally.
- ★ Arthur Lawrence ranked within the Inc 5000 twice in 2016 and 2017 as one of America's fastest-growing companies.
- ★ Named one of the top ten fastest-growing businesses in Houston in 2016.
- ★ Ranked 25th in the HBJ s Fast 100 Private Companies Award in 2017.



### **Affiliations**

- ❖ Managing Partner Wajid Mirza has been a member of the Forbes Business Development Council since 2020
- ❖ We are a UN Women Empowerment Principal Signatory and are certified by the National Minority Supplier Development Council.



In support of

**WOMEN'S  
EMPOWERMENT  
PRINCIPLES**

Established by UN Women and the  
UN Global Compact Office

ARTHUR LAWRENCE MANAGEMENT LLC

11233 Shadow Creek Parkway Suite 313 Pearland TX 77584 Brazoria County

Contact: (832) 453-1432, Email: [govt@arthurlawrence.net](mailto:govt@arthurlawrence.net) , Website: <https://www.arthurlawrence.net/>

## Licenses and Certifications



HUB Certified

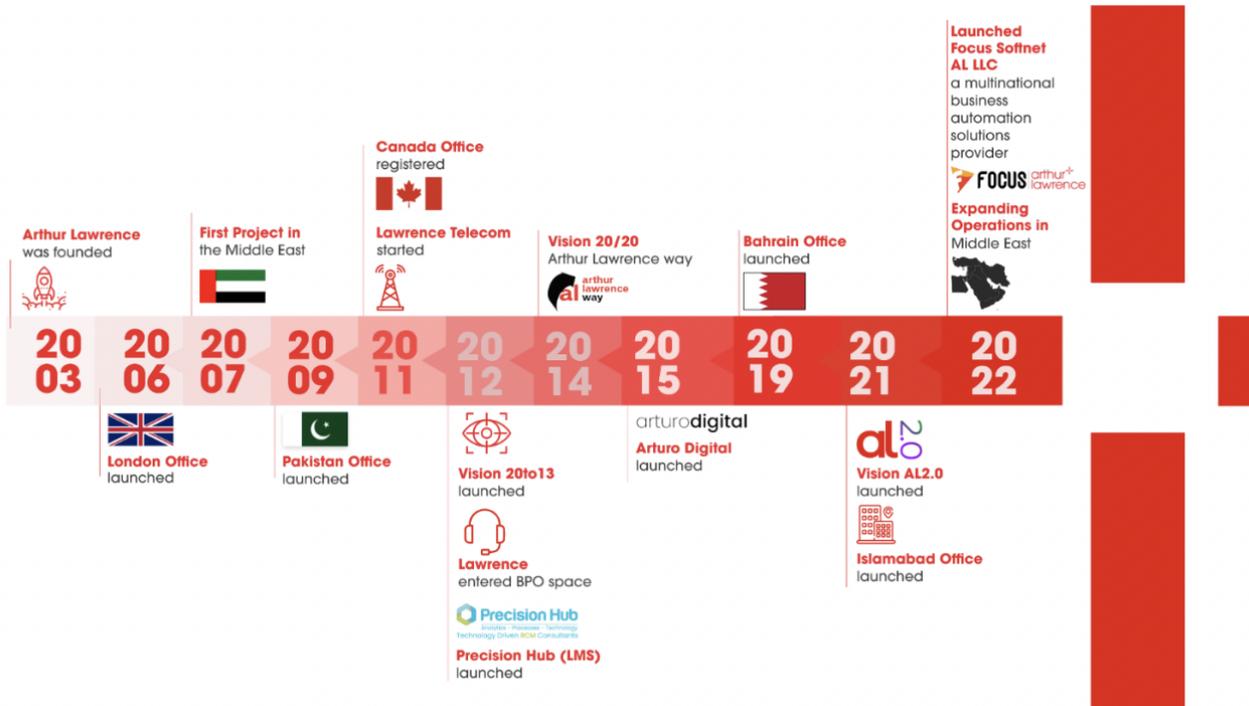


Houston  
Minority Supplier  
Development Council



NMSDC  
National Minority Supplier  
Development Council

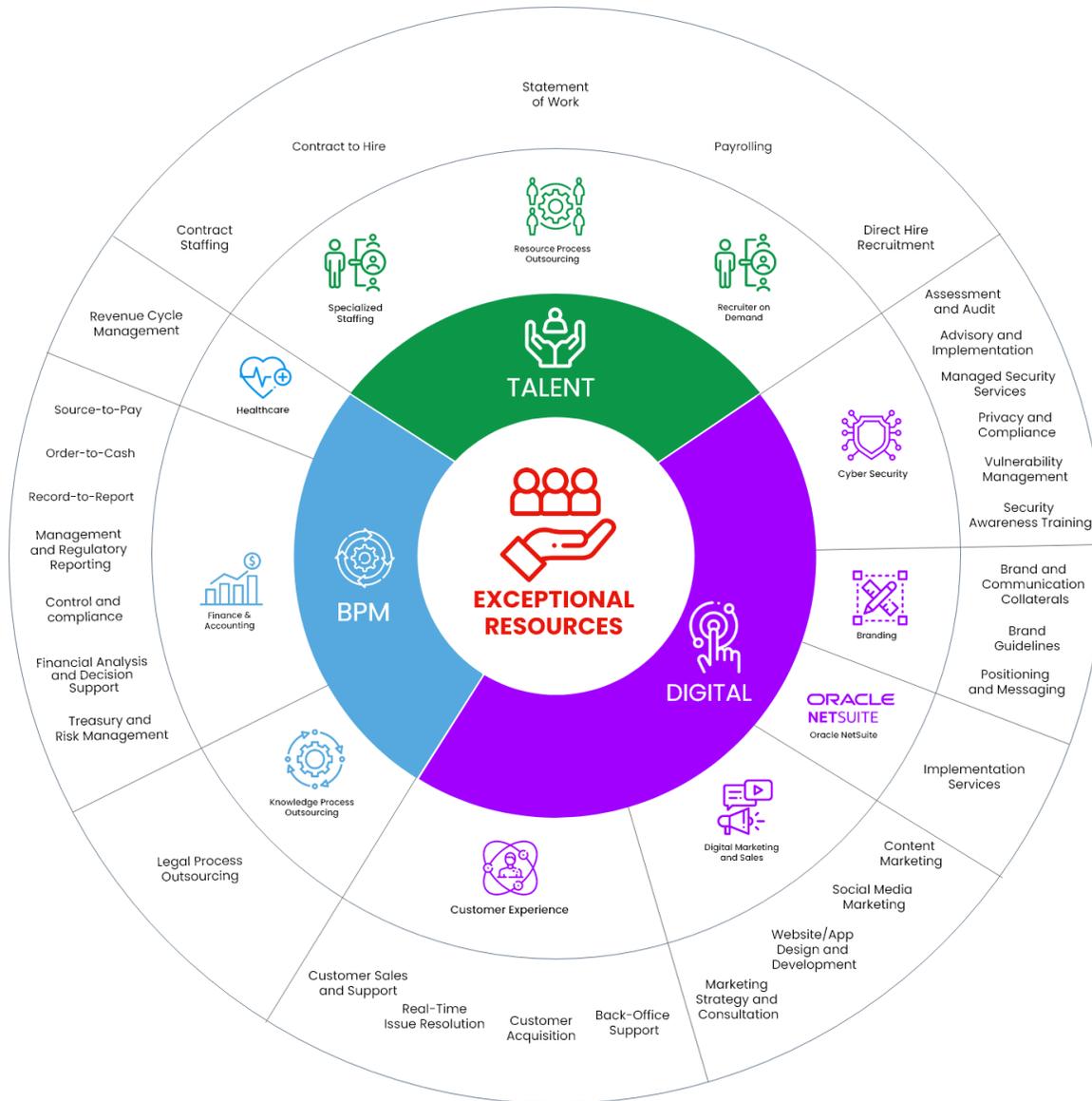
## OUR JOURNEY



**Name and position of Contact Person:** Alizae Bahadur, Global talent sourcing partner  
**Address:** 11233 Shadow Creek Parkway Suite 313 Pearland TX 77584 Brazoria County  
**Telephone number:** (+1) 832 453 1432  
**Fax number:** (+1) 8324314311

E-mail address: [alizae@arthurlawrence.net](mailto:alizae@arthurlawrence.net)

**Our Services**



Arthur Lawrence is a management and technology consulting firm providing enterprise-wide business transformation and business applications implementation services since 2009.

Our in-depth technical knowledge and broad experience in working with world-class companies enable organizations to leverage our capabilities in developing winning strategies and cost-effective solutions. We believe in implementing innovative, cutting-edge efforts to

---

drive exceptional results and growth. Our expertise lies in delivering value to our customers using methodologies that cater to the unique needs of the council.

We offer services within the domain of talent acquisition, business process management, and digital transformation.

Our talent acquisition services entail resource process outsourcing, specialized staffing, and recruiter on-demand. Within the talent space, we work closely with our partners to understand their goals and expectations and apply that knowledge during the journey right from sourcing and onboarding to nurturing the talent and offering strategic consultative insights throughout the process.

Our business process management services include end-to-end finance and accounting services (FAS), healthcare revenue cycle management and supply chain solutions. With FAS, we enable our clients to transform their finance & accounting operations. Our services range from helping our clients find the right talent that helps develop a digital strategy for their accounting operations all the way to outsourcing and offshoring.

Our digital services include marketing and sales, experience design, branding and cybersecurity services. Our digital transformation consulting services help businesses seamlessly navigate digital disruption as they adopt digital tools, applications and workflows to enhance processes across the enterprise.

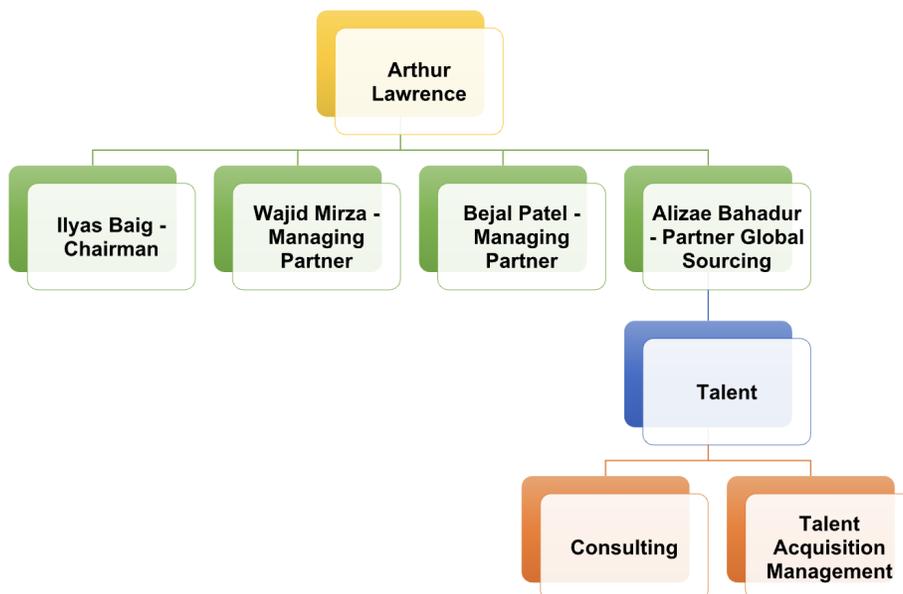
We have earned several prestigious awards and fostered affiliations; some of them include Forbes Business Development Council membership, and the UN Women Empowerment Principal Signatory, among others.

We have years of experience and industry knowledge that equips us with valuable insights and industry feedback. Our specialized recruiting solution aims to enhance your existing recruitment and human resource functions to help you meet your business objectives. We partner with you to improve the talent acquisition capabilities of your organization and speed up the recruitment process. When you need an extra pair of hands to get a larger volume of talent on board, we help you meet your business goals with more agile practices.

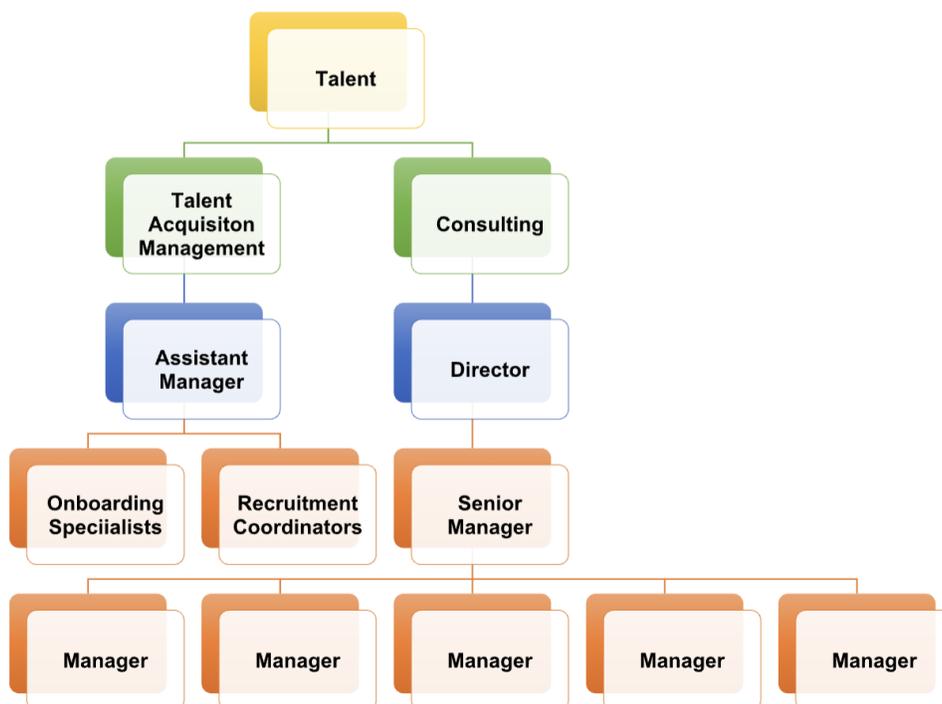
It also gives you more room to scale and flex the need for a recruiter of on-demand services based on your needs. Our recruiters ensure that they follow your process and use all existing technologies to avoid causing any disruptions.

## Organization Chart

### Tier 1 – Arthur Lawrence



### Tier 2 – Talent



## **Experienced Project Team**

### **Key Personnel 1: Project Manager**

**Name:** Alizae Bahadur  
**Designation:** Global talent sourcing partner  
**Phone Number:** 832 453 1432  
**Fax:** 832 431 4311  
**Email ID:** [alizae@arthurlawrence.net](mailto:alizae@arthurlawrence.net)

Alizae Bahadur has been the global talent sourcing partner for 13 years at Arthur Lawrence. She will be dedicated to handling all communications between Arthur Lawrence and the district during the contract period. Alizae Bahadur's role is to liaise between the Vendor and the Government entity related to but not limited to onboarding, paperwork completion related to contracts, notarization, and pricing lists. Please find a full resume in the Appendix.

### **Key Personnel 2: Discipline Lead**

**Name:** Nick Anderson  
**Designation:** Assistant Manager - HR  
**Phone Number:** 213-784-1041  
**Email ID:** [nick@arthurlawrence.net](mailto:nick@arthurlawrence.net)

Nick has 12+ years of experience in Human Resource Management for clientele based in the UK and USA. Nick's expertise is in strategic management, analyzing and summarizing documents, legal research and drafting correspondence. Nick will be dedicated to communicating back and forth with the vendor and will be handling the onboarding tasks such as preparing the agreement, setting up the candidate for payroll profile, I-9 verification and E-Verify. Please find a full resume in the Appendix.

### **Key Personnel 3: Discipline Team Member**

**Name:** Aaron Lobo  
**Designation:** Senior Manager - Talent Acquisition  
**Phone Number:** +1 (832) 241-2461  
**Email ID:** [aaron@arthurlawrence.net](mailto:aaron@arthurlawrence.net)

Aaron is a Senior Manager at Talent Acquisition and is well-versed with 360 & active/passive recruitment, executive hiring & headhunting, strategic sourcing & planning. Proficient in building, coaching, training, and mentoring both onshore and offshore teams. Please find a full resume in the Appendix.

## **Past Experience**

In the ever-evolving landscape of the IT industry, Arthur Lawrence has carved a niche for itself as a leading provider of Full-Time/Direct Hire and Project-based IT services to esteemed clients worldwide. With a mission to deliver excellence and innovation in every engagement, the company has a remarkable track record of providing tailor-made solutions to meet the unique requirements of its clients.

- **Tesla - Uniting High-End Talent Across North America**

Tesla, the trailblazing electric vehicle manufacturer, sought the expertise of Arthur Lawrence to source high-end, urgent, full-time, and temporary positions across the vast expanse of North America. As a trusted talent partner, Arthur Lawrence took up the challenge to identify and acquire top-notch professionals for Tesla's diverse IT requisitions. With their extensive network and in-depth industry knowledge, Arthur Lawrence swiftly identified the perfect candidates, ensuring that Tesla's IT team was fortified with exceptional talents, driving the company's technological advancements forward.

- **Deloitte - Enhancing the Wellbeing of Maryland's Children**

When the Maryland State Department of Education required a user experience design overhaul for their Child Care Portal and the Child Care Administrative Tracking System, they turned to Arthur Lawrence. With over 300,000 children relying on these systems, the stakes were high. The company's user experience design expert worked passionately to revamp the platforms, ensuring a seamless, intuitive, and child-centric experience. Through meticulous planning, creativity, and user-centric designs, Arthur Lawrence played a crucial role in nurturing the wellbeing, learning, and development of countless young minds in Maryland.

- **NOV - Streamlining Accounts Payable for Sustainability**

National Oilwell Varco (NOV), a prominent player in the energy industry, enlisted Arthur Lawrence's assistance to optimize their accounts payable process for their Environmental, Social, and Governance project. The company's seasoned accounts payable expert integrated seamlessly into NOV's team and implemented a streamlined data collection and entry system. This transformation enabled NOV to cultivate trusting relationships with their vendors, efficiently manage cash flow, and experience a hassle-free audit process. Arthur Lawrence's contribution was instrumental in reinforcing NOV's commitment to sustainability and responsible financial management.

- **Uber - Inspiring Creativity and Brand Excellence**

Uber, a global pioneer in ride-sharing and technology solutions, sought Arthur Lawrence's expertise in finding an independent designer to spearhead their creative endeavors. The chosen consultant took on the responsibility of defining the visual tone and direction of campaigns, infusing life into concepts, and designing captivating digital content. Collaborating with a multidisciplinary team, the consultant created guidelines and templates, empowering Uber's global marketing team to deliver compelling brand expressions across the world. Through their

---

creative vision and attention to detail, Arthur Lawrence's consultant played a pivotal role in enhancing Uber's brand excellence on a global scale.

- **Coca-Cola - Enabling Efficiency and Compliance**

The world-renowned beverage giant Coca-Cola entrusted Arthur Lawrence with the task of providing labor services for their operations. The company's consultant seamlessly integrated into Coca-Cola's workforce, efficiently handling physical tasks involving product, material, and equipment handling. Diligently adhering to safety and sanitation requirements, the consultant ensured a clean and orderly work area. Operating industrial power equipment and maintaining compliance with regulatory standards and company policies were central to their responsibilities. Arthur Lawrence's labor services contributed significantly to maintaining Coca-Cola's operational efficiency and adherence to industry standards.

---

## E. Innovative Concepts

---

### **Arthur Lawrence's Unique Approach and Innovative Concepts:**

- **Holistic Business Solutions:** Beyond staffing services, Arthur Lawrence offers comprehensive business solutions, including talent acquisition, business process management, and digital transformation. This integrated approach ensures that the entire spectrum of your organization's needs is addressed under a single umbrella, fostering synergy and efficiency.
- **Tailored Digital Transformation:** Our digital transformation services are tailored to the unique challenges and opportunities within your organization. We don't believe in one-size-fits-all solutions. Instead, we collaborate closely to understand your processes, pain points, and aspirations, crafting a digital strategy that aligns with your goals.
- **Agile Talent Acquisition:** We offer a flexible approach to talent acquisition. Our on-demand recruiter services provide an agile solution to meet fluctuations in your talent needs, ensuring you always have the right resources at the right time. This adaptable approach helps you scale your workforce efficiently.
- **Strategic Talent Nurturing:** Our talent acquisition services extend beyond the initial hiring phase. We provide ongoing support to nurture and develop the talents we acquire for you. This includes strategic consultative insights that ensure your workforce remains aligned with your evolving goals.
- **Inclusive Diversity Initiatives:** We prioritize diversity and inclusion in all our endeavors. Our affiliation with the UN Women Empowerment Principal Signatory underlines our commitment to fostering an inclusive workforce that reflects the diverse communities we serve.
- **Responsive Communication:** We believe in a transparent and responsive communication model. Our designated key personnel are there to facilitate clear and effective communication between Arthur Lawrence, the Parish, and the transitioning teams. This ensures that any concerns or updates are promptly addressed.
- **Industry Recognition:** Our numerous awards and affiliations, including Forbes Business Development Council membership and IAOP ranking, showcase our consistent commitment to excellence and innovation. We stand apart as a firm that is recognized by prestigious bodies for our exceptional services.

## F. Project Schedule

### Project Management Methodology

#### 1. Project Commencement:

We will commence the project by conducting a comprehensive analysis of the Jefferson Parish Electronic Information Systems Department's requirements. This will involve direct consultation with the Parish's stakeholders to gather in-depth insights into their staffing needs and objectives.

#### 2. Needs Assessment and Role Definition:

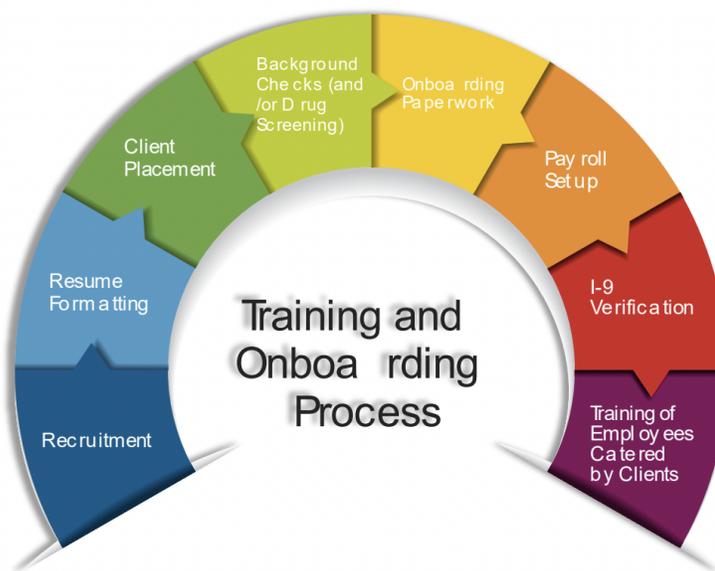
Following the initial consultation, we will collaboratively identify the specific skill sets, qualifications, and certifications required for each staffing position outlined in the Scope of Work. A detailed understanding of the roles will be instrumental in aligning our candidate search with the Parish's demands.

### Our Hiring and Onboarding Process

#### Recruitment

Arthur Lawrence follows a very in-depth process when it comes to recruiting and finding out the best possible and suitable candidate which fits our Client's job description for a certain requirement (or REQ). Our Talent Advocates do an analysis of the job description with their team leads and if needed be with the Client as well. A search is being done using the Boolean method on various job portals and candidates are filtered out which matches closest to the job description. Talent Advocates then skim the resume in relation to the job description and iron out details that require further confirmation which is then completed by connecting with the candidate on video or audio call.

The timeframe for a single recruiting process depends on the complexity of a requirement but as a standard protocol, a certain REQ has to be completed under 10 business day's time frame. This is also to be noted that if a job description has a niche skill set which is required or if it is a newer up-to-date version of a tool



then these distinctive requirements do have an impact in finding a required candidate.

→ Skill Assessment Process for Temporary Staff

This process starts with the review of each candidate's Curriculum Vitae. This review is done with a check-list to rate the developer and, at first instance, to validate if he meets a series of minimum requirements and see if he can move to the next stage.

Main factors evaluated are:

- English level (A1-A2-B1-B2-C1)
- General experience (Amount of years he has worked as a developer)
- Specific experience (Amount of years he has worked with the technology he is going to use in the position he is applying for. Projects he has worked on are also taken into account).
- Comparison of the experience he has with the one requested (Very favorable - Favorable - Not favorable at all)
- Current location (Very favorable - Favorable - Not favorable at all)
- Availability to start (Immediate - 1 week - 2 weeks or 3 weeks)
- Salary expectation (Amount - Currency - Type of contract)

Candidates selected to proceed to the second stage are asked to do a hard skills test in which their knowledge and technical experience are evaluated.

In order to perform the technical tests, in Arthur Lawrence we use HackerRank, a technical evaluation and remote interview platform for recruitment of developers. Through this solution, quality and cadence of the code are evaluated with tests that can be either default or performed live. If the developer can solve problems with common use cases and algorithm comprehension it's also taken into account. Also, tests are focused towards specific programming languages wanted for the job position. In the end, since it is an automated process, each test is given a score used to obtain an average and we decide whether the candidate is suitable for the job or not. After performing the technical test, the candidates go on with the process by doing a cultural test, that way, we evaluate soft skills. For these tests we use Talentoday, a platform that allows us to analyze how much cultural adaptation the candidate has. According to the most characteristic personality features revealed in the personality test, questions for the interview will be determined, with validating the obtained results as a goal. Finally, we will be able to identify the person's adaptability to the company's culture.

If after performing the technical, cultural and English tests, the results are higher than 4, the process goes on with an interview between the one responsible for making decisions for the client and the candidate.

Once we determine if the candidate is suitable for the position requested, an interview with Human Resources is scheduled in order to get to know the candidate in the personal, academic and working level.

---

### **All-Inclusive & Plus Expenses Pay Rates**

Our client's REQs are varied between all-inclusive or plus expenses. All-Inclusive REQs means where the candidates have to manage all the expenses (such as gas, motel, food etc.) within the provided pay rate. Plus expenses is where the candidates are provided the extra amount of money in addition to the pay rate for the previously mentioned expenses. These expenses are reimbursed on the submission of receipts for the said expenses.

### **Resume Formatting**

Once the Talent Advocate finishes up gathering all the information, they move onto the next step which is Resume Formatting. This process (with Candidate's consent) allows us to paraphrase and format the resume where we highlight and present Candidates accomplishments, achievements, skillsets, clientele and more in a robust manner. Once the resume is paraphrased and formatted, it is then sent back to the Candidate for approval.

### **Client Placement**

With the next step, the submitted candidate goes through various stages of Interviews which takes place both remotely and in-person. The hiring manager then confirms which of our submitted candidates have successfully cleared the interview.

### **Right-to-Hire**

Arthur Lawrence has a long-standing relationship with Clientele and we thrive to build and extend that relationship further. Some of our clients are in agreement for right-to-hire after a candidate successfully completes either a 3 or 6 month period at the project.

### **Background Check(s)**

As a mandatory compliance, we run a standard background check and drug screening for all our candidates which ranges from State check to Global check and a 10-panel drug screening. We also initiate custom background checks and drug screening suiting our Client's compliance requirements. The turnaround time for the complete background investigation is between 7-10 business day.

### **Onboarding**

Our onboarding specialist prepares the Candidates paperwork package with respect to Candidates agreed tax and payment terms. This package at times also contains Clients onboarding documents which are required to be completed at this stage. The onboarding specialist sends out the paperwork to the Candidate using an e-signing platform or via email.

### **Payroll Setup & I-9 Verification**

Arthur Lawrence has partnered with a Paychex vendor not only providing us the services to run the payroll but also assisting us in HR functions and so once the paperwork is completed, we onboard the Candidate for payroll and also verify their I-9.

### **Training of Employees**

With our Candidates all prepped and ready to start at Client, they are educated with respective Client training which is a mandatory process of our Clientele.

## Reporting

We use several reports to calculate and assess data, which directly responds to sales delivery. The reporting format is based on MS Excel

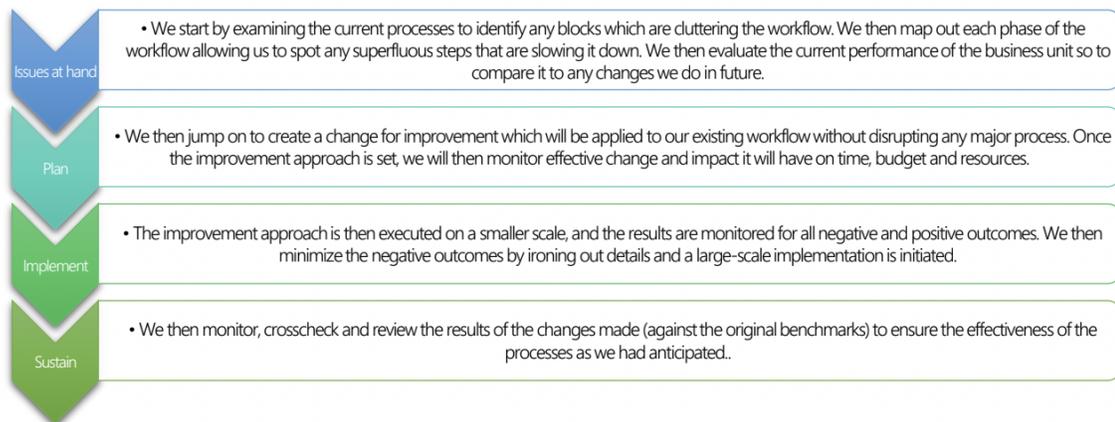
- Key Performance Indicators (KPI)
- Performance Scoring Model (PSM)
- Week-End Job Data
- Placement Report

And we use the following KPIs to report:

- Daily KPI Report
- Week-End Job Data
- Placement Report

The purpose of these reports is to gather information on what closings have been made, what is the track number of closings per month per client etc. With the review of these reports, it is determined what domain area requires attention. For example, if a monthly closing target is not achieved it is then we track the area that needs to be worked on.

## Continuous Process Improvement



## Off-Boarding

Just like onboarding, Arthur Lawrence's HR follows a step-by-step process of offboarding candidates. The initiation varies either from candidate's resignation or client's project conclusion, but the process remains the same.

If the candidate hands in their resignation (with a notice period), we inform our client; in case if the project is concluded, the client informs Arthur Lawrence on the same. Post the candidate's last working day all company provided equipment is returned to the client and the client closes their work order.

## Contingency Plan

In case of a candidate's resignation, With several circumstantial parameters there's never a guarantee as to when a candidate can resign or for any undisclosed reason a client's assignment is concluded, the recruitment team always keeps 1-2 candidates on standby for an immediate start.

## Change Management Process

Arthur Lawrence follows a basic 4-step Change Management Process which includes defining the change, planning it, implementing it, and sustaining the change.



### Step 1: Define

- Define the key roles and positions critical for the organization's operations.
- Determine the minimum number of candidates to have on standby for each position in case of staff resignation.
- Establish a timeline for recruiting and onboarding a replacement.

### Step 2: Plan

- Develop a list of potential candidates for each critical position.
- Reach out to potential candidates and evaluate their availability and interest in the position.
- Conduct initial screenings and interviews to assess their qualifications and fit for the role.
- Keep a record of candidate availability, qualifications, and any other relevant information.

---

### **Step 3: Implement**

- When a staff member resigns, immediately reach out to the standby candidates for that position.
- Schedule interviews and assessments as soon as possible to evaluate their fit for the role.
- Notify the successful candidate and make arrangements for their immediate start.
- Initiate the onboarding process and provide all necessary training and resources to ensure a smooth transition.

### **Step 4: Sustain**

- Regularly review the contingency plan to ensure it remains up-to-date and relevant.
- Continually assess the performance of standby candidates to ensure they are qualified and suitable for the role.
- Provide ongoing training and development opportunities to ensure the standby candidates are prepared to step into the position if needed.
- Monitor the effectiveness of the contingency plan and make adjustments as necessary to improve its efficiency and effectiveness.

## G. Financial Profile

Please find Arthur Lawrence Management LLC's financial statements for the past 3 years that include Balance Sheet and Profit & Loss Statements to showcase our strong financial position.

### Arthur Lawrence Management LLC Balance Sheet As of December 31, 2022

	Jan - Dec 2020	Jan - Dec 2021	Jan - Dec 2022
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank Accounts	305,272.26	623,527.43	563,031.28
<b>Total Bank Accounts</b>	<b>\$ 305,272.26</b>	<b>\$ 623,527.43</b>	<b>\$ 563,031.28</b>
<b>Accounts Receivable</b>			
Accounts Receivable (A/R)	1,158,524.28	2,347,381.47	2,870,061.99
<b>Total Accounts Receivable</b>	<b>\$ 1,158,524.28</b>	<b>\$ 2,347,381.47</b>	<b>\$ 2,870,061.99</b>
<b>Other Current Assets</b>			
Total Other Current Assets	16,007,291.45	20,537,542.42	26,706,129.95
<b>Total Other Current Assets</b>	<b>\$ 16,007,291.45</b>	<b>\$ 20,537,542.42</b>	<b>\$ 26,706,129.95</b>
<b>Total Current Assets</b>	<b>\$ 17,471,087.99</b>	<b>\$ 23,508,451.32</b>	<b>\$ 30,139,223.22</b>
<b>Fixed Assets</b>			
Computers/PC/Laptops	957.98	3,945.65	3,945.65
<b>Total Fixed Assets</b>	<b>\$ 957.98</b>	<b>\$ 3,945.65</b>	<b>\$ 3,945.65</b>
<b>Other Assets</b>			
Security Deposits	1,190.00	2,323.05	9,076.00
<b>Total Other Assets</b>	<b>\$ 1,190.00</b>	<b>\$ 2,323.05</b>	<b>\$ 9,076.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 17,473,235.97</b>	<b>\$ 23,514,720.02</b>	<b>\$ 30,152,244.87</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable (A/P)	658,434.54	966,681.72	109,451.16
Unearned revenue		0.00	139,568.00
<b>Total Accounts Payable</b>	<b>\$ 658,434.54</b>	<b>\$ 966,681.72</b>	<b>\$ 249,019.16</b>
<b>Credit Cards</b>			
Total Credit Cards	98,625.06	20,445.47	113,649.05
<b>Total Credit Cards</b>	<b>\$ 98,625.06</b>	<b>\$ 20,445.47</b>	<b>\$ 113,649.05</b>
<b>Other Current Liabilities</b>			
Total Other Current Liabilities	13,330,366.25	18,813,146.73	25,907,874.11
<b>Total Other Current Liabilities</b>	<b>\$ 13,330,366.25</b>	<b>\$ 18,813,146.73</b>	<b>\$ 25,907,874.11</b>
<b>Total Current Liabilities</b>	<b>\$ 14,087,425.85</b>	<b>\$ 19,800,273.92</b>	<b>\$ 26,270,542.32</b>
<b>Long-Term Liabilities</b>			
Total Long-Term Liabilities	1,388,173.07	1,198,955.25	1,040,883.34
<b>Total Long-Term Liabilities</b>	<b>\$ 1,388,173.07</b>	<b>\$ 1,198,955.25</b>	<b>\$ 1,040,883.34</b>
<b>Total Liabilities</b>	<b>\$ 15,475,598.92</b>	<b>\$ 20,999,229.17</b>	<b>\$ 27,311,425.66</b>
<b>Equity</b>			
Additional Paid in Capital		300,000.00	300,000.00
Equity	1,340,574.58	1,125,574.58	1,125,574.58
Retained Earnings	237,503.05	657,062.47	1,089,916.27
Net Income	419,559.42	432,853.80	321,939.80
<b>Total Equity</b>	<b>\$ 1,997,637.05</b>	<b>\$ 2,515,490.85</b>	<b>\$ 2,837,430.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 17,473,235.97</b>	<b>\$ 23,514,720.02</b>	<b>\$ 30,148,856.31</b>

## Arthur Lawrence Management LLC Profit and Loss January 2020 - December 2022

	Jan - Dec 2020	Jan - Dec 2021	Jan - Dec 2022
<b>Income</b>			
<b>Fees Billed</b>	8,713,331.51	10,565,158.80	13,949,761.27
<b>Other Income/ Expense</b>	218,942.18	104,647.10	107,733.24
<b>Sales Discounts</b>	-15,643.72	-18,572.16	-69,038.62
<b>Total Income</b>	<b>\$ 8,916,629.97</b>	<b>\$ 10,651,233.74</b>	<b>\$ 13,988,455.89</b>
<b>Cost of Goods Sold</b>			
<b>1099 Contractors</b>		30,000.00	
<b>Cost of Services</b>	7,279,678.95	8,242,972.70	11,291,799.64
<b>Total Cost of Goods Sold</b>	<b>\$ 7,279,678.95</b>	<b>\$ 8,272,972.70</b>	<b>\$ 11,291,799.64</b>
<b>Gross Profit</b>	<b>\$ 1,636,951.02</b>	<b>\$ 2,378,261.04</b>	<b>\$ 2,696,656.25</b>
<b>Expenses</b>			
<b>1-Cost of Recruiting</b>	198,598.30	320,965.18	483,094.17
<b>2-Cost of Platforms</b>	134,945.93	179,886.39	271,816.32
<b>3-Cost Of Sales</b>	341,629.25	673,509.19	827,785.54
<b>4-Cost of Finance</b>	100,211.07	74,090.05	88,789.27
<b>5-Cost of Marketing</b>	11,964.90	29,343.98	48,420.36
<b>6-Cost of Shared Services</b>	269,445.77	465,522.37	408,688.76
<b>7-Opex</b>	160,596.38	202,090.08	246,122.03
<b>Total Expenses</b>	<b>\$ 1,217,391.60</b>	<b>\$ 1,945,407.24</b>	<b>\$ 2,374,716.45</b>
<b>Net Operating Income</b>	<b>\$ 419,559.42</b>	<b>\$ 432,853.80</b>	<b>\$ 321,939.80</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Income</b>	<b>\$ 419,559.42</b>	<b>\$ 432,853.80</b>	<b>\$ 321,939.80</b>

---

## H. Transition Plan

---

### Transition Plan for Seamless IT Staffing and Support Services Transition

**1. Transition Approach:** Arthur Lawrence is committed to ensuring a smooth and efficient transition while maintaining business continuity for the Jefferson Parish Electronic Information Systems Department. Our approach prioritizes collaboration, communication, and meticulous planning.

**2. Transition Team:** Our dedicated Transition Team comprises experienced project managers, account managers, and technical experts. This team will facilitate the entire transition process, ensuring a well-coordinated effort.

**3. Workforce Transition:**

- Existing Staff: We will liaise with the current staffing provider to ensure a seamless transfer of existing staff to Arthur Lawrence.
- New Staff: Our team will onboard new staff based on the agreed-upon roles, responsibilities, and qualifications.
- Subcontractors: Existing subcontractors will be reviewed and evaluated, and their continuation will be determined in consultation with the Parish.

**4. Network User Accounts and Passwords:**

- A comprehensive audit of existing network user accounts and passwords will be conducted to ensure accurate records.
- User account credentials will be transferred securely and consistently to ensure uninterrupted access to systems and applications.

**5. Knowledge & Intellectual Property Transfer:**

- Existing documentation, standard operating procedures, and project-related intellectual property will be collected and organized.
- A knowledge transfer plan will be executed to share essential project insights, strategies, and procedures with the transition team.

**6. Equipment Transition:**

- Parish Equipment: A detailed inventory of Parish-owned equipment will be compiled. Ownership transfer or return of equipment will be determined based on contract terms.
- Contractor Equipment: Equipment provided by Arthur Lawrence will be set up, configured, and integrated seamlessly into the existing infrastructure.

**7. Expectations and Responsibilities of the Parish:**

- Communication: The Parish will facilitate open communication channels to ensure efficient knowledge transfer and address any concerns promptly.

- 
- **Collaboration:** The Parish will actively collaborate with Arthur Lawrence to provide required access, permissions, and resources.
  - **Feedback:** The Parish's feedback will be crucial in assessing the progress of the transition and addressing any challenges.

**8. Business Continuity:** To ensure minimal disruption, we will adopt a phased transition approach, allowing for gradual integration of new staff while preserving the expertise of existing personnel. We will ensure that new team members are well-versed in the project's context and objectives.

**9. Training and Familiarization:** Arthur Lawrence will organize training sessions for new staff to become familiar with existing systems, procedures, and best practices. This will facilitate a smooth transition while maintaining consistent service quality.

**10. Quality Assurance and Monitoring:** Our Transition Team will continually monitor progress, assess the quality of services provided, and address any unexpected issues swiftly.

**11. Contingency Planning:** Arthur Lawrence will develop a comprehensive contingency plan to address potential roadblocks and unforeseen challenges, ensuring a proactive response to any disruptions.

**12. Documentation and Reporting:** Regular progress reports will be shared with the Parish, detailing the status of the transition and outlining key milestones achieved.

By adhering to this Transition Plan, Arthur Lawrence aims to seamlessly integrate its IT staffing and support services into the Jefferson Parish Electronic Information Systems Department, ensuring business continuity, effective knowledge transfer, and uninterrupted operations. Our commitment to collaboration and meticulous planning will facilitate a successful transition.

---

## APPENDIX

Please find the resumes of the project team members on the following pages in the order listed below:

1. **Alizae Bahadur** - Project Manager
2. **Nick Anderson** - Discipline Lead
3. **Aaron Lobo** - Discipline Team Member

# AB

# ALIZAE BAHADUR

DIRECTOR, RECRUITMENT | 832.453.1432

## OBJECTIVE

To ensure my function is a key driver of the organization's high financial performance.

To enable clarity of organizational vision and strategy; and the achievement of all strategic goals with a forward-looking, efficient and effective approach.

## SKILLS

Team management, leadership, mentoring, sales, strategy mapping and implementation, lead nurture, client relationship management; key account management; recruitment; technology recruitment, staff augmentation

## EXPERIENCE

### DIRECTOR RECRUITMENT • ARTHUR LAWRENCE • 2010-DATE

#### Recruitment Management And Team Development

- Developed and executed running projects, including MVC (Most Valuable Consultant), T250 (Trusted 250), TPN (Trusted Partner Network) and Million in Database
- Expanded Arthur Lawrence recruitment network to cover 3 markets—USA, Mexico and Pakistan; manage onshore and offshore teams
- Introduced efficiency and reporting tools to improve team performance including the PSM model and KPI improvement metrics
- Leading by example to achieve discipline and high performance in a nurturing environment.
- Creating an Open Learning environment for team management and skill development with 360-degree coaching, counselling and mentoring.
- Encouraging employee initiative and stretch goals.
- Maintaining financial performance and discipline

#### Business Development

- Translating client-relationships into strategic partnerships via enhanced needs mapping, customer experience excellence and mutual goal alignment.
- Developing and maintaining a highly competitive client base.
- Creating upsell- and cross-sell opportunities with good stakeholder relationships.
- Successfully executed responsibilities as a Brand Ambassador to uphold and promote Arthur Lawrence's market presence.

#### Client Relationship Management

- Client base nurture via direct stakeholder management within national and P2P (Partner-to-Partner) clients, including Deloitte, KPMG, EY and others. This includes improved needs assessment to deliver innovative solutions to meet clients' technology requirements.



ALIZAE@ARTHURLAWREN  
CE.NET



@ALIZAEBAHADUR



832.453.1432



WWW.LINKEDIN.COM/IN/  
ALIZAE

**AB**

# **ALIZAE BAHADUR**

**DIRECTOR, RECRUITMENT | 832.453.1432**

- Maintain streamlined cost-effective services to ensure process efficiency
- Contributing to the firm's knowledge management solutions, intellectual property assets and governance QC structure
- Ensure compliance with best practices and internal policy on disbursements, bad debts and client care.

## **MANAGER RECRUITMENT • ARTHUR LAWRENCE • 2006-2010**

- Delivered on recruitment KPIs while maintaining profitability and efficiency levels of the department.
- Relationship building and management with C-level executives in prospect firms, including senior IT and management resources
- Developed and executed sales penetration methods within existing accounts.
- Identified and uncovered new capabilities and associated opportunities.
- Upheld firm's reputation as a trusted business partner with superior performance and adherence to high quality standards.
- Resolved potential issues resulting from quality incidents, possible complaints via immediate action and follow-up
- Presented performance reports on staff, systems' and functional activities to leadership; implementing improvement programs
- Escalated compliance and recruitment issues to the CEO; developed roadmaps for rewarding high-performers etc.

## **EDUCATION**

### **MASTERS IN BUSINESS ADMINISTRATION (MBA) • 1998**

• **NEWPORT UNIVERSITY, KARACHI**

Gold Medal for maintaining 3.9 G.P.A in M.B.A Marketing.

### **MASTER OF SCIENCE (MS), NUTRITION AND FOOD TECHNOLOGY • 1995**

• **UNIVERSITY OF KARACHI**

Ranked Third in province-wide (Sindh) exams for MS-Nutrition.



**ALIZAE@ARTHURLAWREN  
CE.NET**



**@ALIZAEBAHADUR**



**832.453.1432**



**WWW.LINKEDIN.COM/IN/  
ALIZAE**

# (NICK ANDERSON) SYED IMAD AKHTAR

<https://www.linkedin.com/in/syedimadakhtar>

• TALENT ACQUISITION • HR ADMINISTRATION & MANAGEMENT • HR STRATEGIC PLANNING & DEVELOPMENT •

A UK qualified business professional having an overall 10+ years of impressive experience in HR functions, Compliance & Contract Management, Talent Acquisitions, Business Development and Client Management for various small & medium enterprises. I have a collaborative work style and forward-thinking mind-set that has driven improvement and simplification and has helped in shaping evolving enterprises.

## CAREER SNAPSHOT

### **Asst. Manager HR - II** **June 17 - Current**

*Management and technology consultants based in Houston, TX.*  
Arthur Lawrence, U.S.  
([www.arthurlawrence.net](http://www.arthurlawrence.net))

### **Senior Recruitment Specialist** **August 16 – May 17**

*US based recruiting firm with offices based in US and Canada.*  
WNetwork Consulting, U.S.  
([www.wnetworkconsulting.com](http://www.wnetworkconsulting.com))

### **Senior HR Officer** **May 2011 – March 2014**

*One of the top leading apparel, fashion and merchandise brand based in London, UK specializing in heavy-metal and gothic designs.*  
Spiral Direct Ltd. London, UK  
([www.spiraldirect.com](http://www.spiraldirect.com))

### **HR Officer** **January 2007 – April 2011**

*One of the top leading apparel, fashion and merchandise brand based in London, UK specializing in heavy-metal and gothic designs.*  
Spiral Direct Ltd. London, UK  
([www.spiraldirect.com](http://www.spiraldirect.com))

### **Relationship Officer** **August 2015 – March 2016**

*Dubai First is one of leading NBFC of First Gulf Bank owned by Al Nahyan family.*  
Dubai First, Dubai – U.A.E  
([www.dubaifirst.com](http://www.dubaifirst.com))

### **Business Development Manager – Corporate** **December 2014 – April 2015**

*An oil business venture owned and operated by the ex-MD of PSO (Pakistan State Oil) and President of Marketing - Byco Petroleum Ltd.*

## HR SKILLS

- HR Management & Administration
- Strategic HR Planning & Governance
- Compliance & Regulations
- Business Writing & Agreements
- Inductions, Training & Developments
- Policies & Procedures Planning
- Payroll Processing

## TALENT ACQUISITION SKILLS

- Recruitment Specialist
- Talent Management
- Client Management
- Resume-Keywords skimming
- Job Description Keywords skimming

## INTER-PERSONAL SKILLS

- Entrepreneurial spirit
- Professionalism
- Well organised and highly motivated
- Persuasive & communicative
- Multi-tasking and time management skills
- Able to adapt new processes & technology
- Passion to work & think OUT OF BOX
- CAN-DO & ROLL-UP sleeve attitude

## INTERESTS & HOBBIES

- Movies, Video Games
- Landscape Photography & Fashion Photography
- Filmmaking & Video Editing
- Reading books
- Technology Geek
- Writing reviews on Movies & Video Games

## PERSONAL DETAILS

- First Name: Syed Imad
- Last Name: Akhtar
- Mobile: +923360990088
- Email: [syedimad.a@gmail.com](mailto:syedimad.a@gmail.com)

## REFERENCES

Are available on request

## ACADEMIC

- Masters in Business Management - University of Cumbria, UK, (2012)
- Post Graduate - Strategic Management & Leadership - Chartered Management Institute, London, UK, (2010)
- Diploma in Business Administration - Essex College UK, (2009)
- Diploma in IT - London City College of IT & Management, UK, (2007)
- B.S. – Computer Science - Sir Syed University of Engineering & Technology, Pakistan, (2006)

## EXPERIENCE

### Assistant Manager HR - II

Arthur Lawrence ([www.arthurlawrence.net](http://www.arthurlawrence.net))

June 2017 - Current

*Management and IT Staffing firm based in Houston, TX.*

---

- Acting as a primary point of contact for all hired Consultants and ensuring accurate completion of all pre and post-employment screening for Big 4 and various clientele.
- Assisting and processing Candidate's pre-employment paperwork in a timely and efficient manner, i.e. New Hire Package, Background Checks, Drug Screening.
- Ensuring compliance with all company policies and recommend development to process if required.
- Providing training to new recruits on tools used for recruitment and following compliance regulations for requirement sharing.
- Experienced in contract and legal agreements for various clients, report writing, presentation skills and ability to communicate with stakeholders.
- Evaluating multiple highly detailed tasks, determine priorities and organize work in a manner that allows for timely completion of projects.
- Meeting established department service level agreements (SLA's) and timelines in the delivery of the information to the business partner
- Independently generate meaningful insights through data analysis and verifying the effectiveness of HR policies/programs in operation through data analysis and ability to manage sensitive employee information in a confidential manner.

### Senior IT Recruitment Specialist

W-Network Consulting, U.S. ([www.wnetworkconsulting.com](http://www.wnetworkconsulting.com))

August 2016 – May 2017

### Senior HR Officer

Spiral Direct Ltd., London – U.K. ([www.spirdirect.com](http://www.spirdirect.com))

May 2007 – March 2014

## Other Experiences

### Relationship Officer – Personal Finance

Dubai First, Dubai - U.A.E. ([www.dubaifirst.com](http://www.dubaifirst.com))

August 2015 – March 2016

### Business Development Manager – Industrial Sales

Rehkal, Karachi - Pakistan ([www.rehkal.com](http://www.rehkal.com))

December 2014 – April 2015

## Academic Qualifications

- Masters in Business Management University of Cumbria, UK, (2012)
- Post Graduate - Strategic Management & Leadership Chartered Management Institute, London, UK, (2010)
- Essex College Diploma in Business Administration, UK, (2009)
- London City College of IT & Management Diploma in IT, UK, (2007)
- B.S. – Computer Science (2006) Sir Syed University of Engineering & Technology, Pakistan,

## Other Skillsets

- Adobe Photoshop, Adobe Lightroom, Adobe Premiere & After Effects
- 3D Modeling & Visualization using 3Dsmax
- Professional Photography & Editing
- Filmmaking & Video Editing
- Experienced in PC, Mac and Ubuntu usage

## Interests & Hobbies

- Movies, Video Games
- Landscape Photography & Fashion Photography
- Technology Geek and occasionally writing reviews on Movies & Video Games

# Aaron J. Lobo

## Senior Manager / Department Lead – Talent Acquisition

### Technical Expertise:

- Leadership
- Sourcing Techniques
- Sourcing Technologies
- Technical Recruitment
- Team Building
- Negotiation
- Onboarding
- Technical Screening
- Candidate Evaluation

### Evaluation of Candidates in:

- JAVA
- .NET
- REACT/Angular
- AWS / AZURE / GCP
- Big Data
- Automation
- Engineering
- Finance
- Project Teams (PM, BA, PMO's)
- Quality Assurance
- SAP / ORACLE
- Salesforce / MS Dynamics

### Tools

- MS Office 365
- Bullhorn
- LinkedIn / LI RPS
- Dice
- Career Builder
- Monster
- Indeed

### Education

- Bachelors in Commerce & Economics.

### SUMMARY

- ✚ 15 years' experience in Leadership, Staffing, Sales, Support and Business Development with a strong understanding of what it takes to help a business succeed.
- ✚ 7+ years specific experience in the staffing industry serving Governmental, Fortune 500 Companies as well as the big4 Consulting organization through Arthur Lawrence.
- ✚ Strong understanding and evaluation skills to scope out prospective candidates in both technical, functional as well as tactical skills
- ✚ Specialization in building effective teams that deliver.
- ✚ Staffing Tools: Bullhorn, LinkedIn, LinkedIn RPS, CareerBuilder, Indeed, Monster, Dice.
- ✚ Develop methods and processes to improve efficiency within the Full Recruitment Lifecycle as per clients needs.

### PROFESSIONAL EXPERIENCE

#### Senior Manager / Department Lead Arthur Lawrence, Houston, TX

Oct 2021 - Present

- Leading and overseeing teams of 70+ recruiters in multiple domains, industries and skill sets. Resource management, time management, internal hiring as well as training.
- Assisting Teams with understanding requisitions put out by our clients as well as speaking to Hiring Managers in order to break down their needs
- Managed requisitions from clients in Government, Technology, Banking & Finance, Consulting, Healthcare, Pharmaceuticals, Oil & Gas, Light Industry, Chemical, and Energy Industries
- Managed sourcing/recruiting teams within the Technology Space (Java, .NET, REACT/Angular, IOS/Android Development, Cloud, Infrastructure, Big Data, ERP/CRM)
- Managed requisitions from clients in the functional space i.e. Project Management, Business Analysis, Data Analysis, Finance, various Engineering roles as well as C Level resources
- Training and Development of existing teams as well and New Sourcers, Recruiters & Recruitment Coordinators
- Measure performance, departmental cost and strategizing future goals.
- Portal Management for various VMS based client including coordination.
- Report Development.

#### Manager - Talent Acquisition Arthur Lawrence, Houston, TX

May 2017 – Oct 2021

- Lead a team of highly successful Technical Recruiters in the Application Development Space. Java, .NET, React/Angular, Objective C, Swift, AWS for Web, Desktop and Mobile Development.

**Aaron J. Lobo**  
**Senior Manager / Department Lead – Talent Acquisition**

---

**Assistant Manager - Talent Acquisition**  
**Arthur Lawrence, Houston, TX**

**Jul 2016 – Apr 2017**

**Senior Technical Recruiter – Talent Acquisition**  
**Arthur Lawrence, Houston, TX**

**Oct 2015 – June 2016**

**OTHER EXPERIENCES**

**Senior Manager HRM (Training & Performance Mgmt.)**  
**A Digital Sales Company**

**Dec 2011 – May 2015**

**Senior Sales Lead**  
**A Digital Sales Company**

**Jan 2006 – Dec 2010**