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**Contact Number:** +91 990-374-4374

**Summary:**

* Result oriented Talent acquisition specialist and Recruiter with 2 Year 9 Month+ of experience in talent acquisition across a broad range of industries.
* Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.
* Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.
* Besides working on Bench Guys, got handsome experience working on the Direct Client Requirements of our Recruiting Team.
* Major strengths include strong problem solving skills, effective communication and time management.
* Seeking to leverage background and experience to take next career step in recruitment with a highly respected organization.
* Used for hotlist management, mass mail integration, quick submission screen, submit from outlook, track submission, interviews and confirmations and track prospective candidates.
* Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
* Posting the resume on all job portals like Dice, Monster, and social networking portals etc.
* Taking care of the Consultants whether they are comfortable with the work environment.
* Inform the consultant regarding the vendor calls and end client interview schedules.
* Good relationships with vendors and clients and create new recruitment pipelines.
* Reaching out for the maximum number of open requirements in the market.
* Identifying potential Vendors and maintaining a healthy relation with them.
* Intimate the entire team regarding client submissions to avoid duplications.
* Maintaining Good interpersonal Relation with the Client and the Vendors.
* Expert in Bench Sales including of H1B s, TN s, GC s, USC s and EADs.
* Submitting the consultants to all the suitable job postings on all portals.
* Team worker, quick learner and possess excellent interpersonal skills.
* Success in leading effective strategies to improve recruitment.
* Track the submissions and make regular follow-ups.
* Prepare the consultants for the end client interviews.
* Ensure prompt delivery of the consultants.
* Negotiate rates with the Vendors/ Clients.

**Highlights:**

* Youth Empowerment.
* Technical Recruiting.
* Decision Making.
* Public Speaking.
* ATS Knowledge.
* Benefit Negotiation.
* Analysis Abilities.
* Team Assembly.
* Sourcing.
* MIS Reporting.
* International Recruiting.
* Process Improvement.
* Vendor Management.
* Strategic Planning.
* Microsoft Office.

**Accomplishment:**

* Hired consultants from the job market to generate revenue for the organization.
* Placed bench consultants for projects to generate revenue for the organization.
* Sourced Consultants from the job market to place them on your client’s project.

**Work Experience:**



**Bench Sales Recruiter | Client: THC Sep 2018 – Present | WB, India**

* Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
* Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
* Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.
* Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating and finalizing contracts.
* As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.
* Speaking with the recruiters regarding the rate and getting the best as suggested by management.
* Involved in sales e.g.Bench consultants to the Vendors and Clients for the requirements.
* Actively involved in marketing of consultants on bench to the preferred vendors.
* Negotiating rate with vendors and managing the long term relations with them.
* Excellent communication abilities, including professional, written, and verbal.
* Interacting with Tier one Vendors and making new vendors to the company.
* Involved in marketing of consultants on bench to the preferred vendors.
* Maintain daily and weekly status lists of all activities through MS Excel.
* Keeping track of the start and end dates of the bench consultants.
* Set up interviews and closed candidates for various positions.
* Worked extensively on marketing bench consultants.

**IT Recruiter | Client: THC Jun 2018 – Sep 2018 | WB, India**

* Involved in Full Life Cycle in Recruitment and Sales as my Responsibilities are Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire and permanent positions in the Information Technology industry throughout the United States.
* Posting resumes on behalf of consultants in to various job portals like Dice, Monster, corp to corp, Career Builder, Indeed, etc.
* Understanding the Purchase Orders and make sure they are executed according to terms and conditions of the organization.
* Mentor the team to achieve targets and eventually grow with the organization.
* Keep track of all candidates, submissions, and interviews in a database.
* Negotiating rates and getting the best possible rates for consultants.
* Regular follow ups with vendors on the feedbacks and interviews.
* Attending the US Vendor and Client calls for the requirement.
* Organizes feedback sessions on interviewed candidates.

**Environment:**

Conrep, Dice, Monster, Carrier Builder, Tech – Fetch, Indeed, Zip Recruiter, H1b, TN, USC, GC, GC-EAD, OPT, CPT, Corp to Corp, W2, Full – Time, Bench Sales, Direct Hire, Direct Client, Vendor, Prime Vendor, Implementation Partner, Preferred Vendor, Tier 1 Vendor, Submissions, Follow Up, Vendor Management, Sourcing, Requirement Seeker.

**Education:**

**Secondary Education** – WB, India **GPA**: 7.5

Garden Reach Mudiali Boys High School, 2011

**Higher Secondary Education**– WB, India **GPA:**4.5

Garden Reach Nutbihari Das Boys High School, 2014

**Diploma in Electronics & Tele-Communication Engineering** – WB, India **GPA**: 7.0

Budge Budge Institute of Technology, 2018

**B-Tech in Electronics & Communcation -** WB, India  **GPA:**

Camellia Institute of Technology, 2019

**Certifications:**

**Certified in Basic Computer &Application**– WB, India **GPA**: 9.5

Youth Computer Training Centre, 2013

**Certified in Information Technology Application** – WB, India **GPA:**9.8

Youth Computer Training Centre, 2013

**Certified in Embedded System –** WB, India  **GPA:** N/A

Ardent Computech Pvt. Ltd, 2015

**Certification of Ethical Hacking Workshop –** WB, India  **GPA:** N/A

Budge Budge Institute of Technology, 2017

**Social Networks:**

