**KARAN SINGH**

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**Hyderabad-11.**

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**CAREER OBJECTIVE**​**:**

Highly motivated and aspiring to establish a career in a reputed organization and utilize my skills, abilities and experience to its fullest capacity.

I believe in adding value through continuous hard work and strong dedication to be able to pull off the responsibilities well.

**CAREER PROFILE**​**:**

I have been working as a business development executive since more than a year. I have been playing an important role in generating revenue for the company through direct and software sales. Also, I was specialized in making cold calls, turning the leads into prospects and reaching my target. Have in-depth knowledge about pre & post sales and how to handle CRM. Have also been a part of marketing team to plan out various marketing strategies for the company's economic as well as productive growth.

**CAREER HIGHLIGHTS**​**:**

* Performed as a team lead, showcasing my leadership and project management skills by bringing out the best quality of each individual to bring the best outcome, resulting in the company’s business.
* Downloaded more than 50k resumes to our own database using job sites and University leads.
* Closed few client’s position in a real quick time with great margins.

**PROFESSIONAL SUMMARY**​**:**

* Having around 1.8 Years of experience as Business Development Executive and having 5 months of experience as an OPT Recruiter/ US IT Recruiter.
* Regarded as a highly organized professional with very effective time management skills and a demonstrated leader among peers.
* Provide excellent service in order to maintain a positive reputation for the business.
* Highly driven who maintains a positive attitude under pressure and welcomes the challenge and responsibility of producing results quickly.
* Maintain good relationships with clients so that the business can maximize the value of those relationships.
* Handling the End to End complete Recruitment and selection process.
* Recruiting candidates for different positions for our direct clients.
* Proficient Experience on Sourcing profiles through various channels like Job Portals like Indeed, Dice, Employee Referrals and Internal Database.
* Hands on experience with internal recruitment through Naukri and LinkedIn. Experience with different types of Employment requirements such as Permanent, Contract and Contract-to-hire.
* Follow up the candidates after scheduling interviews till joining.
* Coordinating walk in interviews for candidates attending walk in interviews for the internal recruitment.
* Trained a team of 15 along with assigning them daily tasks and preparing reports on their target reach.

**Skills**​**:**

* End to End Recruitment including contract staffing, sourcing, screening, interviewing, cold calling, follow-up, onboarding process.

Excellent communication skills, including professional, interpersonal, written and verbal.

* ZOHO CRM, web design
* US IT Staffing and Recruitment, OPT Recruitment, US Tax terms etc.,

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| **Work Experience**​**:** |  |
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| **Company Name:** ​Cogent Data Solutions LLC |  **Aug-2017 to Apr-2019** |
| **Designation:** ​Business Development Executive |  |
| **Roles and Responsibilities**​**:** |  |
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* Worked for the own project of the company called ​ **“GradSiren”** ​it’s a job portal which was launched in USA. And it is a best kick start for the recent grads who are seeking for entry level jobs and best paid Internship.
* Creating cold calling scripts and email templates for different stages of Sales life cycle.
* Trained a team of 15 members with the product information, mock sessions and followed up with the daily reports assigned to them.
* Prepared GradSiren business ERP flowchart with the integration details required after a depth research in the process.
* Contacting to all the top Universities regards to get sign up with GradSiren. So that the candidates can find a best platform to start the career.
* Contacting different International students’ associations to spread the word about the job portal.
* Contacting influencers to promote the job site through social media platforms in order to reach higher targeted audience.
* Carry out email campaigns with the Zoho Email Campaign.
* Analyze the visitors and new users with the Zoho Sales IQ App.
* Integrate leads to CRM in real time to handle both marketing automation and inside sales.
* Setup a sequence of messages to educate the customer about the product.
* Maintain fruitful relationships with clients and address their needs effectively.
* Oversee the sales process to attract new clients. Work with senior team members to identify and manage risks.
* Research and identify new market opportunities.
* Experienced in recruiting professional with a demonstrated history of working in the information technology and services industry.
* Building business relationships with current and potential clients, potential client questions and follow-up call questions; responding to client requests for proposals (RFPs).
* Creating informative presentations; presenting and delivering information to potential clients at client meetings, industry exhibits, trade shows, and conferences.
* Creating and maintaining a list/database of prospect clients; maintaining database (ZOHO CRM, Excel, etc.) of prospective client information.
* Cold calling; making multiple outbound calls to potential clients; closing sales and working with client through closing process.
* Maintaining short- and long-term business development plans.
* Maintain good client relationship for the business prospects.

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| **Company Name:** ​Cogent Data Solutions LLC  |  **Apr-2019 to Aug-2019** |
| **Designation:** ​OPT Recruiter |  |
| **Roles and Responsibilities**​**:** |  |
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* Worked as OPT Recruiter, hence using LinkedIn as the basic platform to connect with the recent graduates who are seeking for the Internship or the Entry level jobs.
* Posting jobs on Dice, indeed on a daily basis and getting in touch with the applicants to understand their requirements.
* Contacting Universities Career departments, to promote the OPT Recruitment process of our company.
* Prepared brochures to promote OPT recruitment of the company.
* In very less experience, knowledge and in very less span of period, I have closed one position in OPT Recruitment.
* Expert in Headhunting through social networking sites like LinkedIn, Facebook, Google groups etc...
* Responsible in handling all junior/mid/senior level requirements.
* Build and strengthen the relationship with client and candidates which is a continuous process for a long-term association.
* Follow up with the candidates on a daily basis regarding the opportunities relevant to their profile and skills.
* Preparing profiles of the candidates and market their profiles to the client’s requirements and also the job postings on the job sites.

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| **Company Name:** ​Cogent Data Solutions LLC |  **Aug-2019 to Present** |
| **Designation:** ​US IT Technical Recruiter |  |
| **Roles and Responsibilities**​**:** |  |
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* End to end recruitment with job postings in Dice, Indeed and LinkedIn along with referrals.
* Boolean search on the job sites to find the relevant profiles for the client’s requirements.
* Understanding the client’s requirement and the skills then working on it accordingly.
* Cold calling and emails accordingly to the best matched profiles discussing their professional experience and the requirements required.
* Negotiating the pay rate while keeping a decent margin for the company’s profit along with the candidate’s expectation.
* Following up for the forms and submitting it to the account’s manager accordingly.
* Submitting profiles on an urgent basis within couple of hours’ times along with the filled forms that was actually a hard task though.
* Responsible for Strategy Development processwhich includes understanding client requirements & mapping the relevant targets.
* Responsible to work on Contract, Permanent, Corp to Crop & C2H (Contract to Hire) positions.

**Educational Qualifications**​**:**

* Studied B. Tech in Electrical & Electronics Engineering from Narsimha Reddy Engineering College (2013-17), JNTUH, Hyderabad. With Aggregate: 66%
* Studied Intermediate from Sri Chaitanya Junior College (2011-13), Kukatpally, Hyderabad, Board of Intermediate Education. With Aggregate: 80%.
* Studied High School from Sri Krishnaveni Talent School (2011), KPHB Colony, Kukatpally, Board of Secondary Education. With Aggregate: 85%.

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| **Personal Profile**​**:** |  |
| **Father’s Name** |  | ​: S K Singh |
| **Occupation** | : INDIAN AIR FORCE |
| **Date of Birth** | ​: 28th July, 1995 |
| **Nationality** | : Indian |
| **Religion** | ​: Hindu (Rajput) |
| **Languages Known** | : (i) English (ii) Hindi (iii) Telugu |
| **Hobbies** | ​: Cricket, Badminton, Event management |

**Correspondence Address**​ : S.K. Singh, COO Section,

Air Force Station, Begumpet,

New Bowenpally (PO),

Secunderabad-11.

**I hereby declare that the above information furnished by me is true to the best of my knowledge.**

Place: Hyderabad

Date: Karan Singh