

## **Curriculum Vitae**

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### **Summary**

5+years of experience in the US Staffing as, Bench Sales Recruiter, Team Lead, Manager with a consistent record of generating revenue streams from network connectivity contracts and professional services consulting engagements.

- Over 2+ Years' Experience in entire Bench Sales Recruiting Process
- Ability to handle customer relationship management, provide strong customer consultative skills.
- Recruited US Citizens, Green Card holders, EAD's, visa holders, for various positions.
- Having experience in on Corp-to-Corp, Contract-toHire, positions.
- Proven experience in recruiting and delivering highly skilled and qualified candidates.
- Effectively communicates with clients at any level and candidates of all backgrounds.
- Ability to deal with people diplomatically, willing to learn and team facilitator.
- Posting open requirements, identifying candidates, coordinating interviews, negotiating/ extending offers with both candidates and clients
- Work exclusively with our strategic accounts to act as the liaison between our clients, our company, and potential candidates.
- Proven organizational skills with attention to detail and the ability to prioritize and work well in an environment with competing demands.

### **WORK EXPERIENCE:**

**Position:Team Lead- Bench Sales**

**Oct 2023 to Present**

**Company: Ancile Inc Location: Hyderabad**

#### **Responsibilities:**

- Conducting mock calls with consultants to assess their confidence, skills, and communication abilities.
- Managing teams and time effectively to achieve targets.
- Sharing top company names with consultants and instructing them to connect with hiring managers or technical recruiters to expedite job opportunities.
- Reviewing and managing daily team submission reports.
- Coordinating with consultants to understand their comfort level with requirements before submitting them to vendors.
- Co-Ordinate with the entire team and set the target.
- Taking calls with prime and white vendors to discuss requirements.
- Encouraging candidates to learn new skills daily and preparing them to communicate with clients and vendors.
- Posting resumes on job portals such as Dice and Monster, as well as social networking platforms.
- Submitting all relevant job postings to all portals.
- Broadcasting consultant profiles and company hotlists on a regular basis.
- Tracking submissions and following up regularly.
- Reaching out for the maximum number of open requirements in the market.

- Informing the entire team about client submissions to avoid duplication.
- Notifying consultants of vendor calls and end-client interview schedules.
- Preparing consultants for end-client interviews.
- Ensuring prompt delivery of consultants and negotiating rates with vendors/clients.
- Ensuring consultant comfort in the work environment.

## **Resource Manager Operations**

### **(Bench Sales)**

#### **Lone Star IT Services May 2019 – August 2023**

##### **Responsibilities:**

- Participate to bring Positions to candidates, Guide team and work on strategies to market the profiles, resolve quarries on immigration-related questions, quality check about the vendors before submitting the profile.
- Coordinating for the candidate joining.
- Helping my Sales team by Identifying the prime vendors in the US and negotiating with them Expertise in using job portals like Dice, Monster, Corp-Corp, Bench Sales, etc.
- Keeping Track of responses & short-listing profiles. Updating the internal database.
- Existing placements increase Coordinating for interview schedule with the candidate.
- I review all the resumes before presenting them to the hiring manager and Perform quality checks on all resumes coming from the recruiters to ensure that they are submitting qualified candidates.
- Attend client meetings, conference calls, and participate in the interview process.
- Prep candidates before the interview to provide them insight about the role and manager expectations.
- Regular interaction with the recruiting team to make them understand the requirements and source the right candidates.
- Source and screen resumes, conduct phone interviews, recommend qualified candidates to hiring managers for interviews, check references, update candidates on the recruitment process, and negotiate and close desirable candidates in a very competitive talent market
- I believe in making a strong relationship with the client- I ensure to set up a meeting with Team and TL quarterly to understand their present and future requirements.
- I mainly participate in bringing new candidates on our W2, Guide team and work on strategies to market the profiles, resolve quarries on immigration-related questions, quality check about the vendors before submitting the profile.
- Coordinating for the candidate joining.
- Keeping Track of responses & short-listing profiles. Updating the internal database.
- Existing placements increase Coordinating for interview schedule with the candidate.
- Managed recruiting process from requisition initiation to sourcing to acceptance of offer and final placement.
- Coordinating & scheduling interviews for the consultants.
- Maintaining the database of resumes.
- Coordinate with the Clients with respect to feed back and interview schedules etc.
- Negotiate Salaries, extend offers, explain benefits & create new hires to the consultants.

## **Indian Development Foundation, Hyderabad**

### **Sr.Project Officer for Fundraising& Events from 01/06/14- April 2019**

#### **Duties and responsibilities**

- ☐ Developing, planning, executing and evaluating new and existing fundraising events and activities
- ❖ Developing and nurturing relationships and proactively promoting support opportunities – building awareness of the organisation and its mission with individuals, corporates, community groups, schools and other potential sources of support & Acting as a facilitator between clients in need and community services.
- ☐ Build rapport and strong relationships with School Principals & Management to participate in fundraising initiatives.
- ☐ Providing leadership and assistance for the implementation of pilot projects in community development and self-help, and planning and implementing research projects to address client needs, organisation goals and social policy
- ☐ Respond to all phone and email community fundraising enquiries and monitor, communicate with and

support new and existing fundraisers including providing fundraisers with appropriate fundraising materials. Be the primary contact point for the charities and all activities undertaken together.

- ❑ Developing, promoting and implementing social policies through the use of practice experience, research, analytic frameworks, and negotiation skills to respond to social need through a fair, equitable and effective allocation of social resources.
- ❑ Not only act as a CSR (Corporate Social Responsibility) subject matter expert but also as an Ambassador to grow and promote the organization; Further develop and implement CSR strategy including identifying appropriate measures of success.
- ❑ Provide regular updates on CSR activities to inform external communications (ie. social media posts, newsletters, media releases, etc);
- ❑ Coordinate Community Fundraising Team volunteers including developing work plans, on-the-job training and supervision of volunteers to ensure tasks are achieved.
- ❑ Being a champion of change and continuous improvement in fundraising activities and effectiveness.
- ❑ Introduced ( Ms Mithali Raj- Captain Indian Women Cricket Team) & ( Mr Pullela Gopichand- National Badminton Coach) two sports Celebrity to be our Social Ambassadors for a social cause in the overall interest of the community.
- ❑ Awarded top performer for FY-2015-16; 2016-17 & 2017-18.

**Working as a Field Officer& Client Servicing for Indian Council for Market Research(ICMR) (Adivision of Planman Consulting ) from 04<sup>th</sup> April 2008- 30<sup>th</sup> May 2014**

**Duties and responsibilities**

- ❑ Take responsibility for assigned clients and associated budget and profit target
- ❑ Build strong relationship with clients, developing a full and comprehensive understanding of the business and their needs & Respond to client requests daily
- ❑ Prepare proposals; assist in the preparation of larger scale tenders.
- ❑ Execute projects from inception to final analysis, working closely with support departments. Conduct thorough analysis of data and turn strategic insights into client reports, ensuring the client needs are addressed.
- ❑ Deliver insightful presentations.
- ❑ Maintain open communication with Director(s) regarding clients, accounts, projects and budget status, escalating issues as required.
- ❖ Have worked in an independent client servicing role within a fast-paced agency environment, proven ability to work effectively under time pressure with organisational and project management skills, having minimum 6 years' experience in the market research/consulting industry, conducted different types of research – brand development, product development, testing advertising, mystery shopping.(Clients- Bose, Airtel, Vodafone)
- ❑ Liaising with clients via phone, email and face-to-face, Oversee and participate in the planning of campaigns for our clients
- ❑ Participate in client forums and presentations, Contribute ideas and lead initiatives that enhance efficiency, effectiveness and quality of projects and research work ,Assist in training, coaching and mentoring other team members.
- ❑ Experience as a Market Research Interviewer well versed with Word, Excel.
- ❑ Worked on Government project like District Mental Health Programme, Silk Board of India, Horticulture farmers -AP Govt & f Indiramma Housing (AP Govt.)

**Worked as a BD Executive and IT for Indus World School 10<sup>th</sup> May'06- 30<sup>th</sup> Mar 2008.**

**Detailed Tasks Assigned:**

- Meet New Parents and brief them about the School and its Curriculum.
- Explain to them about the admission procedure and follow up.
- Conduct events in the school.
- Supervising the admission process

**4 Worked as Marketing Executive for Mother Teresa Publication 1<sup>st</sup> June 2004- 05<sup>th</sup> May 2006.**  
**Detailed Tasks Assigned:**

- Plan new schools with Sr. Executive and explain about the Academic books for kindergarten
- Assisting Sr. Executive and planning for new potential schools.

**ACADEMIC QUALIFICATION:**

- S.S.C from Sacred Heart High School  
Year : 1998  
Percentage : 55%
- I.T.I from Boys Town  
Year : 1999 – 2001
- B.Com from Madurai Kamaraj University

**SOFTWARE PROFICIENCY:**

- Diploma in Computers from St. Patrick's Computer Institute.
- Hardware and networking course from MSIT Informatic.

**PERSONAL SKILLS:**

- Excellent verbal and written communication skills.
- Willingness to learn, self-motivated and hard working with an optimistic attitude.

**AREAS OF EXPERTISE**

- ❖ Good Team Player, strongly motivated, dedicated and willing to learn and adapt new techniques.
- ❖ Good Communications skills written and spoken.
- ❖ Enjoys diverse work assignments and learning new things.
- ❖ Good Problem solver and communicator.
- ❖ Good in understanding the Body language.

**QUALITIES:**

- An analytical mind with the ability to think clearly and logically.
- Ability to work accurately and pay attention to details
- Ready to take independent Responsibilities.

**PERSONAL DETAILS**

**Name : J Augustine**

**Father's Name** : **Israel Antic Date**  
**of birth** : **27 May 1983**  
**Marital Status** : **Married**  
**Hobbies** : **Playing cricket, Making Friends and Listening Music**  
**Languages Known** : **English, Hindi, &Telugu**  
**Nationality** : **Indian**  
**Religion** : **Christian**

**Date :**

**Place :**

**(J Augustine)**













