Resume

N.Manish

PHONE: 8712904954 email id: manish4954@gmail.com

• Around 3+ years of experience in Bench sales.
• Experience in full lifecycle of Bench sales Recruitment (Analyzing requirements, contacting the consultants of their availability, scheduling and organizing interviews, negotiating bill rate with Vendors and closing of candidates)

• Experience in making out calls to vendor for Requirements.

• Experience in working with the financial clients and vendors.

• Responsible for searching requirements for the consultants and discussing with them.

• High level of proficiency with MS Outlook, **Office**, **Word and Excel software**. Familiarity with Internet navigation and on-line recruiting technology/tools.
• Hands on working experience in Internet recruitment sites like DICE, MONSTER, TECH FETCH, CB, INDEED, etc.
• Maintaining a good relationship with the Tier 1 companies for new consultants.
• Experience in making cold calls and Google resume searched for the consultants.
• Take the preliminary round of interview evaluates the communication skills and suitability of the candidate.
• Speak to the consultant regarding their technical skills, interest, and availability and convince those regarding relocations.
• Negotiation billing rates with the vendors and their prospective client's companies according to applicant's skill level and job offer.
• Well versed with professional and social networking sites like LinkedIn, Google Groups etc
• placed US Citizens, Green Card holders, H1B and TN visa holders, EAD's, OPT's also include.
• A quick learner with exceptional organizational, interpersonal, communication, negotiation and account management skills.
• Familiar with US geography, time zones, visas, work type.
• Involved in US - IT staffing process for hiring consultants on different tax terms like Corp-to-Corp, 1099, W2 hourly.

**PROFESSIONAL EXPERIENCE:**

**COMPANY:** IT KEY SOURCE

**DESIGNATION:Sr** Bench Sales recruiter.

**LOCATION:** HYDERABAD.

**DURATION:** 08/08/2020 to till November 2023

* Well versed with Marketing Bench Consultant (H1B, GC, EAD, US Citizen, OPT and CPT)
* Regular interaction with consultants in US and identifying their needs and getting them to projects accordingly.
* Experienced with full cycle of Sales, submitting the consultants, confirming the best rates, following up for interview schedules, closing the best deals.
* Ability to interact, develop US Vendor network and get candidates placed in quick turnaround time.
* Experience working with US citizens, GC candidates, H1B, EAD and OPT.
* Gathering requirements for consultants from Vendors of clients, Job portals and other networking techniques.
* Updating and maintaining the database for future requirements, generate daily reports with MS Outlook, Office, Word and Excel software and update them.
* Knowledge of Job Portal searches on the likes of Dice, Monster, Career Builder, Tech fetch, etc.
* Knowledge of Corp-to-Corp, 1099, W2
* EDUCATIONAL QUALIFICATION:

B.Tech (Electronics and Communication Engineering) from India JNTU-Hyderabad in Mahatma Gandhi institute of Technology, Hyderabad, India in 2019.

Key Strengths
• Marinating good Relationship with Vendor
• Excellent Communication Skills
• Typing Skills
• Flexible to work in any environment
• Ready to face new challenges

Technical Skills
• Programming Languages: C, Basic
• Web Technologies: HTML, CSS
• Application Packages: MS Office.

DECLARATION:

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

Place : Hyderabad

Date : (N.Manish )