

PROFESSIONAL SUMMARY

- ❖ **Total 10+ years** of Experience
- ❖ 6+Years of Experience in Bench Sales (USA) (W2 Marketing)
- ❖ 4 Year's Experienced in Human Resources

Roles and Responsibilities:

- ❖ Submitting consultant's profiles to Prime / Tier 1 Vendors.
- ❖ Marketing Bench Consultants by posting/submitting their resumes on various job portals.
- ❖ Coordinating with consultants & understanding their skills, informing about requirements, and submitting as per their comfort.
- ❖ Interacting and Developing Tier 1/Prime vendor network and making sure consultants are placed in minimum turnaround time.
- ❖ Updating about screenings, interviews with the consultants, and management.
- ❖ Negotiating and taking rate confirmation before submitting consultants' CVs to vendors.
- ❖ Handling post-interview aspects such as follow-up with the vendor for interview feedback Strong knowledge of US Staffing and Bench Sales.
- ❖ Have worked with Tier 1/ Prime vendors.
- ❖ Giving the Process training for new joiners and juniors. Interviewing and onboarding the right candidate to the team for team building. Working with the HR team for the team member.
- ❖ Good knowledge about US tax terms like C2C, W2 & 1099.
- ❖ Using social networks and research to build an internal database and recruit passive candidates hands-on working with Job Portals like Dice, Monster, Indeed and social media Platforms.
- ❖ Proficient in using Job Boards like Dice, Monster, LinkedIn, Google, Free Job Sites, etc. to source requirements for Candidates

TECHNICAL SKILLS:

- ❖ Operation system: Windows 98 2000 2003 server, Windows XP and Windows 7.
- ❖ Tools: MS Office Word Excel PowerPoint and Outlook E-Mailing tools: MS Outlook Windows Outlook

EXPERIENCE

Nevonex IT Solutions
Oct 2022-Current
Madhapur
Sr, Bench sale's Recruiter

Senior Bench Sales Recruiters / Lead Bench Sales
worked mostly with Tier 1/ Prime vendors
US tax terms like C2C, W2 &1099:

- Working experience in US IT Bench Sales.
- Experience in working with OPT/CPT, H1B, GC,GC EAD,USC,H4EAD Citizens.
- Self-Screen the resumes of the consultants to understand the profile before marketing.
- Responsible for marketing IT Bench Consultants (H1B, OPT ,CPT,GC,GC EAD,USC,H4EAD) with Prime vendors or Direct Clients.
- Regular interaction and follow-up with Bench consultants, identifying their needs and placing them on projects in a timely manner
- Worked on possess a vast network of Prime Vendor contacts, Account Manager contacts, Client Hiring manager contacts
- Strong experience in Boolean queries and innovate search terms on commonly used job boards such as Dice, Monster, Career Builder, etc.
- Excellent written and verbal communication skills
- Worked mostly with Tier 1/Prime vendors.
- Suggesting innovative ways to market and place candidates.

Siyana Info

Oct 2018- Sep 2022

Somajguda, Hyderabad

Lead (USA) Bench Sales Recruiter Responsibilities:

- 4+ years of proven experience in Bench sales (US Staffing) in the IT Staffing and Consulting Industry.
- Well versed with Marketing Bench Consultant (GC & US Citizen,).
- Regular interaction with consultants and identifying their needs and getting them to projects accordingly.
- **Reporting Skill:** Provide report to management on Daily, weekly, Monthly, Quarterly and yearly basis.
- Train the team/resources to effectively market the Bench Consultants get the placements in shortest time

possible

- 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 Vendor network and get candidates placed in quick turnaround time.
- Experience working with US citizens, GC candidates.
- 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 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.
- Tracking and extensive follow up with Vendors through maintaining submissions database, Interview Coordination and taking care of the joining formalities, background checks, references, coordination with internal accounting team and for timesheet.

Buildeeji Pvt Ltd

Nov 2014 -Oct 2018

Madura Nagar, Hyderabad

Sr. Human Resource Responsibilities:

- 4 Year's hands on experience in to HR department.
- Submitting the candidates for suitable positions and following up interviews process.
- Updating and maintaining the database for future requirements, generate daily reports, and update them.
- Excellent negotiation skills.
- Desired Candidate Profile.
- Excellent knowledge of Job Portal searches on the likes of Monster, indeed, etc.
- Hands-on experience in hiring candidates through various portals like LinkedIn, FB, Monster, indeed, etc..

Hiring:

- Posting advertisements on various job portals.
- Extensive experience in using the ATS tools and Maintaining Daily and quarterly reports.
- Had a good rapport with the candidates and clients and was available anytime to support them.

HR Responsibility:

- Maintaining employees' personal files and records.

- Tracking attendance, maintaining leaves records and preparing monthly salary.
- Analyzing the requirements of the organization.
- Analyses the quality people and contact them through phone and email.
- Make the coordination with various department.

EDUCATION:

CABIN CREW Course from ARK INSTITUTE OF HOSPITALITY MANAGEMENT