**Sumit Singh**

**Bench Sales Recruiter**

**Location- Delhi NCR**

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**Professional Summary**:

• Extensive **05+ Years** of experience in the field of IT (US- Staffing)

• Expert in Bench Sales including of H1B s, TN s, GC s, USC s & EAD s

• Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.

• Posting the resume on all job portals like Dice, Monster, and social networking portals etc.

• Submitting the consultants to all the suitable job postings on all portals.

• Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.

• Track the submissions and make regular follow-ups.

• Reaching out for the maximum number of open requirements in the market.

• Intimate the entire team regarding client submissions to avoid duplications.

• Inform the consultant regarding the vendor calls and end client interview schedules.

• Prepare the consultants for the end client interviews.

• Ensure prompt delivery of the consultants.

• Negotiate rates with the Vendors/ Clients.

• Taking care of the Consultants whether they are comfortable with the work environment.

• Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.

• Maintaining Good Interpersonal Relation with the Client and the Vendors.

• Identifying potential Vendors and maintaining a healthy relation with them

• Besides working on Bench Guys, got handsome experience working on the Direct Client Requirements of our Recruiting Team.

**Education: Completed Graduation in Bachelor of Arts (B.A) from Subharti University, Meerut in 2018**

**Triunity Software, Inc (April 2020 – May 2024)**

### **Iselin, New Jersey (Remote)**

**Sr. Bench Sales Recruiter**

Responsibilities:

• Working directly with end clients’ requirements like Tier1 venders/Implementation partners Have Direct Contacts with the T1 Vendors or Implementation Partners in USA.

• Interacting, developing Tier-1 Vendor or Implementation Partners network daily basis to get the H1B/bench candidates placed in minimal turnaround time

• Marketing H1B/Bench Consultants by posting/submitting their resumes on various job boards/requirements.

• Preparing the CV and suggest any modifications required broadcasting the consultant’s profile to Vendors on regular basis.

• Negotiate the rate and billing terms and also sort out the issues in NCA/NDA/MSA raised by the legal team with the vendor/s or Implementation Partners.

• Knowledge of Corp-to-Corp, 1099 & W2.

• Experience on working with any job portals DICE, Monster, Corp to Corp, Career Builders etc. Maintaining friendly rapport with the consultants and making them aware of submissions, vendor/Implementation partner’s calls and client interviews.

• Handling post interview aspects such as follow-up with the vendor for interview feedback, POs Joining and MSA.

• Keeping the management in loop on clients’ interviews, project start dates etc. •Coordinating with the consultant till he reports to the clients reporting manager. •Aggressive, dynamic & result oriented with strong communication skills.

• Highly self-motivated and self-directed.

# Valiantica Inc (Jan 2019– March- 2020)

### **San Jose, California (Noida, UP)**

**Bench Sales Recruiter**

Responsibilities:

Involved in Full life Cycle of Sales Recruitment   
• Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, positions.   
• Marketing our bench own consultants to the suitable requirements   
• Posting their resumes into Dice, Monster, Hot jobs, Net-temps etc   
• Submitting, scheduling interview, follow up with Vendors, negotiation of offers   
• Making Follow ups with different vendors for previously submitted positions.  
• Participating in weekly Meetings/Conferences with superiors to monitor progress, updates, and status of Requirements and candidates submitted.  
• Maintaining a strong vendor network across the US for contractual assignments   
• Maintain good relation with the prime vendors and gathering the Requirements from them for our H1b consultants.   
• Checking with my consultants whether they are comfortable with the job description.   
• Before submitting the Consultants resume, I will be keen to take the Client details and the location, duration of the project and I also make sure that it may not be a double submission   
• Sends Hot list of my consultants to my Vendors List and calling them to check with them on the requirements they are working.   
• Finally takes the responsibility of our consultant to reach the clients place and whom to meet on the initial day of the project   
.Submitting the Profiles to the Concern Lead or Client Manager Making Follow ups with different vendors for previously submitted positions.