

Vidhi Trivedi

Sr. Bench Sales Recruiter

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Profile

- Enthusiastic Senior Bench Sales Recruiter well-versed in screening and sourcing sales personnel, implementing recruitment strategies and coordinating training activities. Offering 4+ years of experience managing full-cycle recruiting processes in IT Industries. Committed to providing a consistent talent pipeline.
- Actively engaged with potential candidates, assess their skills, experience, and suitability for specific roles, and build strong relationships to ensure a continuous pipeline of talent.

Professional Experience

Dash Technologies

Sr. Bench Sales Recruiter

07/2022 – present

- Responsible for having a deep understanding of the IT industry, including various technologies, roles, job functions, and market trends, is crucial for effectively matching candidates to relevant job opportunities.
- Responsible for building strong recruiting and staffing skills, including sourcing, screening, interviewing, and assessing candidates, which are essential for building a robust pool of qualified bench candidates.
- Responsible for developing and executing sales and business development strategies to engage with clients, understand their needs, and present bench candidates in a compelling way.
- Developing and maintaining positive relationships with clients is essential to understanding their needs, providing excellent customer service, and securing placement opportunities.
- Keeping up-to-date with market trends, demands, and competitor activities is important for staying competitive and identifying new opportunities.
- Responsible for having a strong networking skill help Senior Bench Sales Recruiters expand their candidate pool and build connections with potential clients and industry professionals.
- The IT industry is dynamic, and requirements can change rapidly. Being adaptable and quick to respond to changing situations is vital.
- Responsible for evaluating candidate qualifications, client needs, and market data requires strong analytical abilities to make informed decisions.
- Familiarity with applicant tracking systems (ATS), customer relationship management (CRM) software, and other relevant tools can streamline recruitment processes.
- Working collaboratively with sales, account management, and recruiting teams is crucial to achieve collective goals and deliver quality service.

Team Mentor

01/2022 – 06/2022

- Identified issues, analyzed information and provided solutions to problems.
- Used coordination and planning skills to achieve results according to schedule.
- Improved operations through consistent hard work and dedication.
- Developed team communications and information for meetings.
- Prepared a variety of different written communications, reports and documents.
- Maintained energy and enthusiasm in a fast-paced environment.
- Increased customer satisfaction by resolving issues.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Worked flexible hours across night, weekend and holiday shifts.
- Managed team of employees, overseeing hiring, training and professional growth of employees.
- Offered friendly and efficient service to customers, and handled challenging situations with ease.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

- Conducted research, gathered information from multiple sources and presented results.

Bench Sales Recruiter

05/2021 – 01/2022

- Working on Marketing Consultants as Bench Sales Recruiter.
- Analyze Requirements, finding and matching prospective candidates by telephone, e-mail and Internet to determine skills, experience and areas for geographic employment, preferences, and availability with the requirement.
- Experienced in placing the consultants of CPT, OPT, EAD, H1B, TN Visa, GC and US Citizens.
- Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire and permanent positions.
- Worked with Preferred vendors, Implementers and Expertise in dealing with White Vendors throughout the USA. Establish and maintain a good relationship with the employees, vendors and clients.
- Well experienced in placing Consultants of any technology those who are on the Bench at a time on Corp - Corp, Contract-to-Hire, W2 and full-time basis with a good margin to the organization I am working with and also capable of placing other employment types.

Sr. Career Advisor

06/2019 – 04/2021

- Hiring OPT/CPT candidates from Job portals, universities, networks, and a prior database of OPT candidates.
- Ability to understand the Candidate's/Clients' expectations and trust building. Understanding in identifying candidates/clients' jobs hunting hurdles & Issues.
- Highly satisfied reviews and suggestions for all the job-hunting process. Resume Reviewing, Resume understanding, and preparation for vendor calls.
- Interview Coaching, Backend interview support (non-technical). Motivator, Instructor, and Career guidance in technology.
- Skilled in the good maintenance of coordination within the departments and the clients.
- Taking care of the whole Onboarding process, client/Candidate's documents and delivering committed services.
- Ability to interact, develop Student network, and get the OPT/ CPT/ EAD candidates for online training/ Classroom Training/Marketing.
- Strong Managerial & Recruitment Skills, Very Active & Dynamic.
- Update and maintain the database for future requirements, generate daily reports and update them to team leads.
- Detail-oriented, ability to multitask with strong prioritization, planning and organization skills.

Education

Diploma, Swami Sachchidanand Polytechnic College

08/2013 – 05/2016

Certificates

Data Analytics and Fundamentals (AWS)

Skills

Team Management

Critical Thinking

Client Relationship Management

Strong Communication

Resume Writing

Technical Screening

Sourcing Profiles

Employee Training

Interviewing

Marketing Strategy

Job Search Strategy

Career Counselling