

**Yatri Pandey**  
**BenchSales Recruiter**  
**Location-Saket, Delhi**  
**M: +91-9599422112**  
**Email: Yatripandey907@gmail.com**

**Professional Summary:**

- 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 Hotlist of the company on a periodic 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 queries 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: B.Tech from Dr.KN Modi Institute of Engineering and technology(2012-2016)**

**HGS**

**(Bench sales Recruiter) (July 2016 - Dec 2017)**

**Concentrix**

**(Senior Representative) (March 2018 – Jan 2021)**

**Eros Technologies**

**(Sr. Bench sales Recruiter) (March 2021- June 2024)**

**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.