Naresh

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**Role :** Sr**.** Bench Sales Recruiter

**EXPERIENCE SUMMARY**

* Having total 8+ years of professional experience into IT in that 4+ years of relevant experience as Bench Sales Recruiter 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.
* Extensive Knowledge of Quality Assurance standards, methodologies, and strategies with better understanding of Software Development Life Cycle (SDLC).
* Extensive experience in Black-Box Testing for Web, Data Base and Client Server Applications.
* Extensive experience in conducting different kinds of tests such as GUI testing, Integration, Regression, Functional, Non-Functional, System Testing, UAT and Sanity Testing.

**CORE COMPETENCIES / TECHNICAL SKILLS**

Bench Sales• SQL Server •MS Excel

SDLC Methodologies • STLC Methodologies

Detail Oriented • Fast Learning Style • Creative Problem Solving

**PROFESSIONAL EXPERIENCE**

**SR Bench Sales Recruiter**

**Tekcog**

 **April 2023 to till date**

**Responsibilities:**

* As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.
* Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements.
* Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
* Speaking with the recruiters regarding the rate and getting the best as suggested by management.
* Worked extensively on marketing bench consultants.
* Interacting with Tier one Vendors and making new vendors to the company
* Involved in marketing of consultants on bench to the preferred vendors. Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
* Keeping track of the start and end dates of the bench consultants
* Maintain daily & weekly status lists of all activities through MS Excel.
* Set up interviews and closed candidates for various positions.
* Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.
* Actively involved in marketing of consultants on bench to the preferred vendors.
* Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating, and finalizing contracts.
* Negotiating rate with vendors & managing the long-term relations with them.

**SR Bench Sales Recruiter**

**Techroles Inc Nov 2022 – March 2023**

**Responsibilities:**

* Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors, and other networking sites.
* Highlighted key skills by keeping them in bold. Formatted resume for neat appearance and submitted it to the vendor as per consultant’s comfort ability. Negotiated on rates with the vendors as suggested by management based upon location and duration.
* Keeping a track record of rate confirmation and making follow ups about the submissions.
* Maintained a track progress of every submittal during the process. Follow up with the vendors on interviews schedules and coordinated between consultants and vendors.
* Arranged interview calls for consultants and gave my best to place them on projects as early as possible.
* Follow up with the client/prefer vendors and candidate after interview.
* Responsibly coordinated with the consultants regarding start and end dates of projects.
* Maintained the database of rolled off consultants, getting their resumes ready as well as keep track of contract details such as project extensions, start and end dates for existing resources.
* Keep track of candidates’ roll off time (at least 2 weeks before) and getting their updated resume ready to market.
* Finding best projects to consultants using my tier one contacts and through different web portals like Dice, Corp - Corp, Monster, Career builder, Net-temps, Job serve, computer jobs, and professional networking sites such as Linked IN.
* Worked with prime vendors to avoid middle layers.
* Maintained good relationship with prime vendors to get future requirements.

**Bench Sales Recruiter**

**Xtract IT Inc Jan 2020 - Oct 2022**

**Responsibilities:**

* sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire, and permanent positions.
* Responsible for full cycle of end-to-end recruitment.
* Establish and maintain a good relationship with the employees, vendors, and the clients.
* Marketing our bench own consultants to the suitable requirements
* Collect sort and distribute mails
* Support our team during walk-ins at the client end.
* Maintain the Database of the profiles screened and submitted.
* Marketing our bench own consultants to the suitable requirements
* Received appreciation for voluntarily assisting auditing activities s
* submitting, scheduling interview, follow up with Vendors, negotiation of offers
* Excellent record of accomplishment in all positions held.
* Posting their resumes into Dice, Monster, Hot jobs, Net-temps etc

**Project #1:** PruBSN AnugerahPlus

**Duration:** Nov 2017 to Oct 2019

**Client:** Prudential

**Role:** QA Analyst

**Responsibilities:**

* Created Clients and Policy’s by using IL tool.
* Worked with Claims module for different Policy’s
* Worked with CES and BNC Modules Test Cases.
* Conducted System Testing, Regression testing and UAT for different modules.
* Used cloud JIRAbug tracking tool to analyse & capture bugs, track and manage dashboard any type of updates for project release.
* Followed Agile Methodology to emphasize on real time communication over written documentation.

**Project#2:** Direct Work Flow

**Duration**: Apr 2016 to Dec 2016

**Client:** HPE, Malaysia

**Role:** Software Engineer

**Responsibilities:**

* Design test cases for End-to-End testing.
* Work closely with BA and Business and upload all QA documents and test results to shared drive
* Create and test high level test scenarios and detailed test cases, execute test cases using Quality Center for test results and generate reports for QA progress
* Create and test different types of execution systems.
* Document User/Client Acceptance Test Strategy and assist UAT testing
* Design automation test cases for regression testing.
* Used QC and Team Track for defect management and send daily test results at the end of the day

**Project#3:** MyExpert

**Duration**: Aug 2014 – March 2016

**Client:** PETRONAS, Malaysia

**Role:** Software Engineer

**Responsibilities:**

* Design test cases for End-to-End testing.
* Work closely with BA and Business and upload all QA documents and test results to shared drive
* Create and test high level test scenarios and detailed test cases, execute test cases using Quality Center for test results and generate reports for QA progress
* Create and test different types of execution systems.
* Document User/Client Acceptance Test Strategy and assist UAT testing
* Design automation test cases for regression testing.
* Used QC and Team Track for defect management and send daily test results at the end of the day

**Project#4:** Insurance Claims

**Duration**: Jan 2011 to June 2014

**Client:** Bajaj Allianz

**Role:** Software Engineer

**Responsibilities:**

* Analysed business requirements, functional requirements, use cases and provided feedback for clear understanding of each requirement.
* Involved in Sanity, Integration, and Regression testing.
* Knowledge of Quality Assurance and testing disciplines along with experience with all phases and stages of testing (Functional, Regression, Smoke, Integration, and User Acceptance).
* Created test cases based on business requirements and design and Functional Specifications for modifications/enhancements.
* Creating and involved in Test Reporting, Status Reporting, Updating Test Results Matrix, and Many kinds of analysis.
* Executed test cases for Java application.
* Involved in the design stages of the Application and participated in the meetings with the client, Business Analyst, and the development team.
* Performed Integration testing, system testing, and Regression testing.
* Worked on bug tracking reports on daily basis using JIRA.