**VINOD VJ Mobile: 738-643-3400**

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Over **9 years of experience in US IT Recruitment, Business Development Sales, Client Relationship Management** & **Recruitment Management**

**Summary**

* Good experience in USA staffing and human resources including all aspects of a full life cycle hiring process with experience in technical sourcing, recruiting, employee screening, interviewing and employment law (Temporary and Permanent both).
* Qualifying the consultants to match the requirement of the client, Coordinating Interviews with Clients and Consultants to the point of negotiating and closing the deal in minimum turnaround time.
* Guide the team in tracking available resources, Systematic Talent Hunt, screening and short listing resumes based on the identified job and skill requirements.
* Actively involved in Full Cycle Technical Recruitment as well involving sourcing, identifying and screening consultants and facilitate H1-B visa transfer queries.
* Good experience in the **US Tax terms W2, Corp to Corp.**
* Ability to build and maintain good relationship with the Clients.
* Interact with clients on a daily basis, reviewing & interpreting the market trends to attune the business strategies.
* Actively pursue new opportunities and business ventures to increase Revenue.
* Ability to develop social media presence in LinkedIn, Twitter etc.,
* Strengths include attention to detail, strong analytical, organizational, coordination, and multi-tasking skills with a passion for continuous improvement.
* In-depth knowledge of the policies and procedures of projects and business management.
* Communicates effectively both verbally and in writing.
* Expertise in recruiting highly technical professionals.
* Ability to understand and communicate technical information's.
* Ability to handle multiple tasks in a dynamic environment.
* In-depth knowledge of Applicant Tracking Systems.
* Possess excellent negotiation and problem solving skills.
* Demonstrated track record of identifying and sourcing top IT professionals.
* Possess excellent interviewing and candidate evaluation skills.
* Experienced in Accounting management (Invoicing, Timesheets and payments)
* Excellent track record in achieving assigned revenue targets
* Responsible for developing and managing relationships with client practice managers, hiring managers and Talent Acquisition teams across all US locations. And Responsible for getting new leads/requirements

**Education**

* Masters of Business Administration in Human Resources Management from Jawaharlal Nehru Technological University, Kakinada from 2016 to 2018
* Bachelor of Engineering in Electrical and Engineering from Jawaharlal Nehru Technological University, Kakinada from 2007 to 2010
* Diploma in Electrical and Electronics Engineering from State Board Technical Education and Training from 2003 to 2006

**Professional Experience**

### Staffing Front Inc Oct ‘2017 – Till Date

**Sr. Business Development Manager (Sales)**

• Handled a team of 10 to 15 Sales Executives & recruiters

• Responsible for business Development in US. Implement staffing strategies to provide qualified and diversified services to clients & customers. Responsible for Full-time, contract & contract-hire placements of IT professionals for clients across USA.

• Involved in Business Development, Recruitments, Marketing and other activities.

• Business Development - Market Research, Organization Research, Collecting Data, Mapping.

• Marketing- Create Priority, Resume Screening, Evaluation, Orientation, Resume Formatting, Submission Format, Brief the consultant about the process, Keys/Tips to overcome Weak Areas (Personality Development, Giving Interviews, Presentation, Experiences, about the projects or experiences,

• Mock Interviews,

• Generating OPT Sales, H1 Transfers, and completing their full life cycle right from talking to the candidates, justifying, negotiating the salaries, marketing and placing them.

• Recruitments - Own the full-cycle recruiting process: Source, screen, and recruit the best talent closely collaborate with hiring managers to define required skills and backgrounds for open positions, interview schedules and seamlessly manage coordination

• Sourcing -Involved in various sourcing methods to generate qualified candidates including extensive sourcing from Web portals (Dice, Monster, Corp-to-Corp, Career Builder, Google) Internal Database, Employee referrals and Networking (Bulk Mailing, Existing Database) & through job postings.

• Screening the profiles and scrutinizing the resource by having a brief conversation over the phone and zero in on the right match before submitting the resume to the client

• Maintaining complete records pertaining to sourcing and recruitment

• Offer & Onboarding

• Managing the joining on-boarding formalities

### Karwell Technologies Inc, April ‘2017 – Oct ’2017

**Sales Business Development Manager**

• Responsible for Full cycle recruiting and administration of the hiring process.  
•Develop successful recruiting strategies including job scope, sourcing, accountabilities and realistic timelines.  
• Serve as a liaison between the hiring managers and candidates.  
• Direct sourcing/cold calling, internet postings, university relations, candidate assessment, scheduling interviews, verify references and extend job offers effectively.  
• Both in-house and corporate recruiting experience in the high tech, mortgage, banking industries.  
• Worked on C2C, W2 and 1099 with H1B, GCs and Citizens.  
• Worked with job portals like Career Builder, Dice, Washington Post and Monster.  
• Excellent problem solving, oral/written communication, negotiation, presentation, organizational and time management skills.  
• Implement staffing strategies to provide a qualified and diverse candidate pool.   
• Identify passive job seekers using a full range of recruitment tactics and resources.   
• Interview, pre qualify, pre close, close and recommend to hiring managers what is necessary to close potential candidates.   
• Mentor and provide guidance and direction to recruiting coordinators.   
• Ensure hiring manager and team preparedness during the interview process so that interviews are conducted efficiently and professionally.   
• Manage candidate process and act as a candidate advocate.   
• Negotiate offers by partnering with hiring manager, senior management, and other groups as necessary.  
• Getting new H1B Consultants on our company pay roles.  
• Negotiating Consultants Salaries/Rates according to our company Standards.  
• Participate in weekly recruitment meetings, focused on troubleshooting difficult positions and managing client issues.   
• Utilize behavioural interviewing techniques to evaluate candidates.

### Trisync Technologies Inc, June’2012 –March’2017

**Sr. Sales Lead**

• Responsible for End-to-End Recruitment life Cycle process including Managing the Sales Team, Requirement Analysis, Strategic Hiring Plans, Vendor/Consultant Interaction, Salary Negotiation, Interview Arrangement, Effective Follow ups, Closure of Requirements and Releasing offers.   
• My role involves working along with onsite Consultants and Trainers for Marketing.   
•Regular Meeting & Interaction with the Management to have detailed understanding on Staffing plans in order to execute it on time.   
• Gathering the Requirements, Understanding & analyzing the requirements, Assigning Requirements to Team Members and managed them on a daily basis to get the Production in Turnaround Time.   
• Responsible to conduct Weekly Meetings with Team Members & Send Weekly, Monthly and Quarterly MIS Reports to the Management on Offshore Production and Business.   
• Responsible to Take care of Paperwork and Coordinating with Onsite HR & Accounts Payables/Receivables team to complete the Needful work.   
• Responsible to get all the Necessary documents from Vendors/Candidates after the Placement.   
•Worked on Core HR Activities of Offshore Office - Internal Recruitment, Joining Formalities, Payroll, Leave Management, Appraisal Management, Exit Interviews & MIS Report.

**Green Byte Solutions Inc, April ‘2010 – May ’2012**

**Business Development Executive**

* Be the first point of contact for employee, vendor and client. Maintains Human Resource Information System records and compiles reports from database. Review documents such as Right to represent and MSA etc.
* Experienced with marketing, managing and placing consultants on bench to direct Clients and large consolidated vendors.
* worked with GC/ EAD/H1B/OPT candidates
* Screening the profiles and scrutinizing the resource by having a brief conversation over the phone and zero in on the right match before submitting the resume to the client.
* Searching for the Requirements from different Job Portals and also through Database contact.
* Posting Consultants profile in Various Job Portals like Dice, Monster, Career Builder, TechFetch, Indeed, Google Groups, Recruiter Network, LinkedIn etc.
* Responsible for negotiating rates with the vendors.
* Discuss with Preferred vendors on daily basis regarding the requirements on Corp-Corp.
* Taking the feedback with consultants and vendors daily about submissions and interview slots.
* Placing the Consultants for suitable positions by understanding their comfort and need.
* Closing skills and the ability to build lasting relationships built on honesty and integrity
* Assist management in identifying staffing vacancies, recruiting, interviewing and selecting applicants.
* Provide Training to the new recruiters regarding US sales process.

**Recruitment:**

* Responsible for recruiting IT professional across the USA through direct phone sourcing, networking, referrals, and expanded Internet sourcing.
* Recruit new OPT'S and H1B transfer candidates through Contacts and bring them to our company’s Payroll.
* Assist the Human Resources department with all tasks relating to staffing and associate relations.
* Screening candidates to determine their fit for specific job openings.
* Timely submission of qualified candidates for open requirements.
* Responsible for follow-up with the candidates about their availability and checking with any other interviews are lined up with the consultant

**Environments worked:** Siteminder, Hadoop, SAP, Peoplesoft, ETL (Informatica, Datastage), SQL SERVER, Oracle PL/SQL, Oracle Apps DBA, BA, Java/J2EE, .Net, Salesforce, Pega, QA, Database Admin (SQL, Oracle), Android Developers, IBM and many more